

RETURN TO CAMPUS PLAN  
**FALL 2020**



**GEORGIA SOUTHERN**  
UNIVERSITY

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# **EXECUTIVE SUMMARY & GUIDING PRINCIPLES**



## EXECUTIVE SUMMARY

Georgia Southern University is the state's largest and most comprehensive center of higher education south of Atlanta. With 141 degree programs at the bachelor's, master's and doctoral levels, Georgia Southern is designated a public Carnegie Doctoral/R2 institution serving over 26,000 students from all 50 states, Washington D.C., and Puerto Rico as well as 102 nations. With three campuses — the Statesboro Campus, the Armstrong Campus in Savannah and the Liberty Campus in Hinesville — and over 3,000 employees, Georgia Southern serves the region as the cultural, intellectual and economic lifeblood with over \$1 billion in annual economic impact. A unit of the University System of Georgia, the University boasts 200-plus student organizations, NCAA Division I FBS athletics, and state-of-the art residence halls and campus facilities. The ability to reopen in a safe manner in partnership and alignment with local, regional, and state health guidelines is critical to the economic viability and vibrancy of the communities we serve.

It is the goal of Georgia Southern University to bring our students back to our campuses to begin the fall semester 2020 fully engaged in the classroom, laboratory, clinical, experiential, extramural, and co-curricular environments. Throughout this process of preparation and implementation, our decisions will be guided by and informed based on and in tandem with the University System of Georgia (USG), the Governor's office, the Governor's COVID-19 Task Force, the Georgia Department of Public Health (GDPH), and the Centers for Disease Control (CDC). The health, safety, and wellbeing of our students, faculty, staff, and communities will continue to be our utmost priority.

In anticipation of a resumption of in-person instruction in August, 2020, Georgia Southern will begin to bring employees (faculty, staff, and student workers) who have been in telework or flexible arrangements back to our campuses. The "Initial Return to Campus" plan addresses and outlines a phased approach to the initial return of all employees. Guided and directed by health and safety guidelines, each phase of the return details workplace expectations, staffing options, symptom monitoring, personal safety best practices, specific workplace scenarios, enter/exit control, and mental and emotional wellbeing. The target timeline for each phase of return is provided to aid in preparation and planning. The progress of each phase of return will ultimately determine the timeline and reopen status, or contingency plan, outlined in the document.

It is clear, due to COVID-19, that the next months will continue to be uncertain requiring flexibility, adaptability, and innovation. Our intent and organizational structure to develop a comprehensive plan, considering multiple scenarios, encompassed eight (8) working groups with additional subcommittees within the working groups. These included (workgroup and subcommittee members are listed in Appendix A):

1. Workplace and Health Safety
  - a. Preventative Practices (subcommittee)
  - b. Mitigation and Monitoring Practices (subcommittee)
  - c. Cleaning & Sanitation Practices (subcommittee)
  - d. Travel (subcommittee)
  - e. Enforcement Practices (subcommittee)
2. Academics and Research

- a. Online/Remote Learning (subcommittee)
  - b. Undergraduate Education (subcommittee)
  - c. Graduate and Professional Programs (subcommittee)
  - d. Research and Scholarship (subcommittee)
  - e. Operations (subcommittee)
3. Public Service, Outreach, Continuing Education, and Cooperative Extension
4. Student Life
5. Enrollment Management
6. Athletics
7. Communications
8. Fiscal Impact

Each of the workgroups were directed to develop detailed plans, aligned with the constituency and/or service function, that account for three basic scenarios/contingencies of reopen status - understanding that any return to campus in fall 2020 will not be “normal” even if social distancing expectations are not in place.

These contingencies consist of:

1. Contingency Plan 1 – Fall classes begin with social distancing expectations
2. Contingency Plan 2 – Fall classes begin fully online
3. Contingency Plan 3 – Classes and operations must go to an online format for a period of time during the semester

The goal of this planning document and preparation of our faculty and staff, is to provide a path of continued quality instruction and vibrant institutional environment that can seamlessly shift between best practices in face-to-face, hybrid, and online delivery for a period of time, all based on public health information and direction. For this plan to be successful, it will be essential that solutions exist for testing, screening, contact tracing, isolation, and notification. In partnership with GDPH, campus Health Services, and local Health Systems, we have provided solutions that will continue to evolve and remain flexible responding to the most up-to-date information and practices.

Strategic communication to employees (faculty and staff), students, and our external communities will be essential and detailed in plans and strategies for the phased initial return to campus and all three contingency plans. In addition, we have provided a fiscal impact assessment for each scenario detailing a comprehensive equipment inventory list required to fulfill the health and safety standards necessary to reopen under any contingency. Further information, documentation and data developed and sited by our workgroups and subcommittee teams are referred to and represented in the appendix section of the plan.

As we move toward our goal of returning to in-person instruction, it will be the institutional and individual responsibility of faculty, staff, students, and community visitors to implement best practices in prevention including social distancing, recommended guidance on hygiene, cleaning and disinfection, and all other practices as recommended. It must be acknowledged that no plan can guarantee that an individual will not contract COVID-19. This plan is designed to mitigate the spread of the virus by creating the healthiest environment for our students, faculty, staff, and community. We will regularly seek guidance from the USG and GDPH

throughout the implementation of Georgia Southern's Fall Return to Campus Plan. Working together with these partners along with careful planning will result in a safe and resilient reopening of Georgia Southern's campuses for fall 2020.

Finally, as Georgia Southern traverses what will certainly be a "new normal," we will continue to focus on our mission and belief in the transformational power of education. The success of our students has been and will continue to be our primary goal. It is our faculty and staff that transfer knowledge, elevate critical thought, and create an environment, both physical and virtual, aligned with our values, that support students and their success. During these uncertain times, centering ourselves around our mission, vision, and values will ensure our continued relevance and value. We will make all decisions in alignment with the best available public health guidance and in alignment with our vision - People. Purpose. Action: Growing ourselves to grow others!

## **GUIDING PRINCIPLES**

Georgia Southern University's policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our health care providers, staff, faculty, student workers, students, and for the public we interact with. The primary goals for our response are to protect public health and continue the institution's vital missions of education and research. Because a return to "normal" operations is not possible at this time, the University has developed this plan to return employees to campuses. Georgia Southern's plans will follow recommendations from the Governor's office, Governor's COVID-19 Task Force, Centers for Disease Control and Prevention, Georgia Department of Public Health, and the University System of Georgia. Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. Dates of implementation of each phase are provided with an ultimate goal of re-opening the institution in Fall 2020.

# INITIAL RETURN TO CAMPUS



## Workplace Expectations & Guidelines

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Georgia Southern's Workplace Expectations and Guidelines. Failure to do so may result in corrective action. Employees must continue to follow personal safety practices as outlined herein throughout all phases of return to the workplace.

## Symptom Monitoring Requirement

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Up-to-date CDC language on symptoms of COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> and are listed below. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all possible symptoms. Other less common symptoms have been reported. CDC will continue to update this list as more is learned about COVID-19.

Employees who have tested positive or who have symptoms of COVID-19 should notify their supervisor, stay at home, and seek care from a medical provider. At time of publication, a no-cost evaluation using the Augusta University AU ExpressCare APP on your mobile device or at <https://www.augustahealth.org/expresscare/covid-19-virtual-screening> is available. Free testing is currently available through community GDPH test sites, which can be accessed at <https://dph.georgia.gov/covid-19-testingdirect-patient-lines>. Employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. In the event that an employee has been instructed to self-isolate,



using the GDPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
- Improved symptoms AND
- It has been at least ten days since symptoms first appeared

Some employees may be asked to engage in regular temperature checks while on campus. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. If an employee shows a temperature above 100.4, the employee will be sent home and should contact their healthcare provider. Employees who are sent home should use applicable leave options.

While temperature checks are not mandatory for most employees, all employees should be diligent about self-monitoring. Employees are strongly encouraged to self-monitor and be on the lookout for the symptoms listed above.

Supervisors who observe an employee with symptoms, may consult with their Human Resources office to require an employee to return home and seek medical care. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

In the event that an employee and/or GDPH reports that an employee has tested positive for COVID-19, the supervisor will follow up with the following steps:

- Provide the employee with a copy of the "Employee Instructions," located in the Human Resources Return to Work Guide.
- Close off the employee's work area/office, if possible, to limit access. Increase ventilation to the area if possible.
- Do not ask for any medical information from the employee. DO NOT share with others any medical information that has been shared with you.
- Notify Human Resources at [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu) that an employee has gone home ill and may need information about available leave. HR Benefits staff will then reach out to the employee regarding available leave options.
- Custodial Services will clean normally unless there is a confirmed positive case. At that point, a specialized cleaning will take place if deemed appropriate by the Georgia Department of Public Health.
- If there is a confirmed positive case of an employee or student, the Georgia Department of Public Health will notify individuals who may need to take actions to self-quarantine.

Employees who are sick but not with COVID-19 symptoms should follow their normal medical care provider's direction.

Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

A common form must be used for employees making such a request, and documentation for underlying medical conditions will be required. All requests must go to Human Resources by emailing [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu) or by calling (912) 478-6947. Human Resources will review the request and, upon approval, will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangement.

Employees concerned about contact with an at-risk household or family member are not generally covered by the Americans with Disabilities Act, but may have other options available. You may be eligible for Family Medical Leave or may also request a non-ADA arrangement by completing the Alternative Work Arrangement Request Form. Please understand that this is a request and may not result in a remote work arrangement. Departments will consider all options that may meet your needs, including the safety measures already being taken on campus.

## **Phasing Employees**

Georgia Southern will phase in a return of faculty and staff over time in a coordinated process to ensure appropriate social distancing. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without direction from your respective dean or vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

## Phase 1

In accordance with Executive Orders and directives from the Governor's office and the University System of Georgia (USG), and reflective of guidance provided by the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC), the university will begin a staggered, sequenced, and gradual return to campuses for faculty and staff.

1. Essential personnel will continue to report to work
2. Deans, Department heads and Directors, Research and lab staff, Athletic coaches and trainers for fall teams return to campus.
3. A proportional number of critical support staff will return to campus to provide support services as determined by the appropriate Department Head and Vice President/Dean.
4. All faculty are working remotely, but can access offices by use of card swipe or assigned key.
5. All meetings and professional development are conducted virtually.

The institution is currently progressing through elements of the phase 1 plan. **The target timeline for completion of full phase 1 implementation is June 15.** Prior to June 15, the university will take measures to prepare our campuses to meet safety and security measures before bringing employees back to campus in preparation for Phase 2. This target timeline and implementation steps remain fluid and will adhere to updated guidance from GDPH, CDC, USG, and the Governor's task force. Detailed guidance will be communicated and implemented at the institutional, divisional, unit and department level, in alignment with safety and security measures herein.

## Phase 2

In accordance with the Governor's office and USG, and reflective of guidance provided by GDPH and CDC, the university will prepare campus for student return.

1. Remaining Administrative, Academic (e.g., including Part-Time Faculty; TAs; GAs as appropriate), Housing staff (e.g., RAs), and Support Department and Unit level staff are scheduled for rotating in-office schedules (working remotely on other workdays).
  - a. Monday, Wednesday, & Friday
  - b. Tuesday & Thursday
2. Faculty remain working remotely, but can hold on-campus hours with Dean's approval on a rotating schedule.
3. Recommending virtual meetings and professional development as much as possible, but virtual format is mandatory for groups of 10 or more, or in spaces where social distancing measures cannot be maintained.

**The institution will begin taking steps to implement phase 2 return to campus on June 15.**

This target timeline and implementation steps will remain fluid and will adhere to updated guidance from GDPH, CDC, USG, and the Governor's task force. Detailed guidance will be communicated and implemented at the institutional, divisional, unit and department level, in alignment with safety and security measures herein.

**Phase 3**

In accordance with the Governor's office and USG, and reflective of guidance provided by GDPH and CDC, the university will initiate a non-typical residential Fall semester.

1. All Faculty return
2. All Staff return
3. Continue virtual meetings and professional development as much as possible, but virtual format is recommended in spaces where then-current social distancing measures cannot be maintained.

**The target date for phase 3 return to campus is July 20.** This target timeline and implementation steps remain fluid and will adhere to updated guidance from GDPH, CDC, USG, and the Governor's task force. Detailed guidance will be communicated and implemented at the institutional, divisional, unit and department level, in alignment with safety and security measures herein.

*Caveats to Phases 1-3 may be applied based on the most current guidance and directives provided by the authorities described above.*

**Staffing Options**

Once employees return to work on-site, there are several options departments should utilize to maintain required social distancing measures and reduce population density within buildings and work spaces.

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, and can be done on a full or partial day/week schedule as appropriate.

**Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments may schedule partial in-office staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting

and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

## **Personal Safety Practices**

**Face masks/Cloth Face Coverings:** While it is not mandatory, all employees are strongly encouraged to wear a cloth face covering on campus. Cloth face coverings are important in preventing transmission from asymptomatic individuals who have COVID-19. There may be scenarios under which an employee will be required to wear a face covering (e.g. when social distancing is difficult to practice). We will provide a process for documenting and approving such scenarios, to include enforcement. Supervisors will share the documentation with impacted employees.

Disposable masks may only be worn for one day and then must be placed in the trash. You may also wear a cloth face covering, and these are currently readily available in the community and from online retailers. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

Healthcare workers and other employees who are typically required to wear a face mask or other personal protective equipment should continue to use those as directed when performing the specific job functions for which their use is required. Employees in some front line, high contact positions (e.g. custodial and dining staff) will be provided face coverings. All other employees will be responsible for providing their own face coverings.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees at work on-site should follow these social distancing practices:

1. Stay at least 6 feet (about 2 arms' length) from other people at all times
2. Do not gather in groups
3. Stay out of crowded places and avoid mass gatherings

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, before eating, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non healthcare environments. It may be appropriate to wear goggles or face shields in wet environments, such as cleaning public bathrooms, etc.

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Routine Disinfection:** Custodial cleaning practices at an APPA 2 level using existing EPA certified chemicals is appropriate under all existing environments on our campuses. Increased daytime portering of restrooms and high touch areas (stairwells, elevators, door entrances/exits) will be implemented. While custodial crews will continue to clean office and work spaces, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, it is recommended that you wipe down all work areas with EPA-registered 70% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Cleaning supplies for non-custodial use will be provided by the institution in quantities sufficient for common spaces.

The University System of Georgia is currently working on education modules related to best practices in preventing the spread of COVID-19, which will be deployed to our campuses as soon as possible for employee training.

## **Guidance for Specific Workplace Scenarios**

**Working in Office Environments:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

1. Place visual cues such as floor decals, colored tape, or signs to indicate to individuals where they should stand while waiting in line.

2. Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
3. Facilities will designate specific stairways for up or down traffic if building space allows.

Note: all visual cues and directional signage will be designed and issued through University Communications and Marketing to ensure consistency in messaging.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than two people may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings and Gatherings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Google Meets, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Google Meets, Google Chat, etc.). Employees may not gather in groups in break rooms for meals or other purposes.

**Travel:** Non-essential travel of any kind is currently prohibited for USG employees. As the circumstances change, any changes in travel restrictions will be sent to the institutions.

**Vehicles:** To maintain social distancing, university vehicles generally may be used for the transport of a single individual following standard university guidelines/policies<sup>1</sup>. Exceptions to the passenger limit would be (1) individuals that socially distance together domestically or (2) larger vehicles that can accommodate more individuals while maintaining social distancing standards. CDC guidelines<sup>2</sup> also suggest increasing ventilation in transport vehicles. Drivers should be aware of the need to disinfect pre/post travel to ensure personal safety. It is

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<sup>1</sup> Georgia Southern University: *Automobile Insurance And Liability*

<<https://finserv.georgiasouthern.edu/finacct/asset-accounting/automobile-insurance-and-liability/>>.

<sup>2</sup> Cdc.gov. 2020. <<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/MassTransit-DecisionTree.pdf>>.

recommended that an in-vehicle cleaning checklist be utilized (see sample checklist below). Guidelines for general cleaning and disinfection of vehicles can be found on the CDC website<sup>3</sup>.

When utilizing personal vehicles for University business, employees should be aware of social distancing guidelines that would generally result in a single passenger per vehicle. Standard university guidelines/policies apply for employee use of a personal vehicle while on university business.

**Expectations for Contractors:** Contractors are expected to implement policies and procedures for on-campus workers consistent with expectations for University employees, as outlined herein. In the event that a contract employee is diagnosed with COVID-19 and/or is instructed to self-isolate, the contractor must make a report by emailing [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu) or by calling (912) 478-6947. Human Resources will immediately notify our GDPH liaison.

## Enter/Exit Control

Entry to buildings will be regulated and monitored. Your Georgia Southern card/badge or key is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person. Departments and building coordinators will be communicated with by facilities with approved building access points and should coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day.

Employee arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the stairwell.

Visitors, trainees, and guests are not allowed on worksites during this time. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

## Mental & Emotional Wellbeing

KEPRO: The USG recognizes the need for emotional support during this stressful time. Faculty and Staff have access to and are encouraged to take advantage of the counseling and wellbeing services offered through KEPRO as part of the USG Benefits Employee Assistance Program. Services are free and confidential. For more information go to

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<sup>3</sup> Centers for Disease Control and Prevention. 2020. *Communities, Schools, Workplaces, & Events*. <<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>>.



[https://www.usg.edu/well-being/site/article/usg\\_employee\\_assistance\\_program](https://www.usg.edu/well-being/site/article/usg_employee_assistance_program), or call 1-844-243-4440. Services are available 24/7, 365 days a year.

# **CONTINGENCY PLAN 1**

## **FALL CLASSES BEGIN WITH SOCIAL DISTANCING EXPECTATIONS**



## **Workplace & Health Safety**

As faculty and staff return to the workplace in phases, additional actions will be taken to equip employees with the knowledge and resources necessary for a successful fall semester.

### **STAFF**

Staff will receive orientation and training on new policies and procedures in preparation for the fall semester and should work through their supervisors to arrange work schedules, hours, and locations to maintain proper social distancing. Training will be developed by Human Resources and will be available through the University's learning management system.

Additional materials, supplies, and equipment needed for staff to begin the fall semester are listed in Appendix B.

Many professional organizations of which staff and departments are members offer webinars and articles related specifically to best practices for engaging in remote work generally, or within a specific area. The University's Learning Management System ("LMS"), Skillsoft, offers a web page highlighting courses on working remotely (Contributing as a Virtual Team Member, Establishing Effective Virtual Teams, Facing Virtual Team Challenges, Establishing Team Goals and Responsibilities and Using Feedback Effectively, Take a Deep Breath and Manage Your Stress), as well as technology topics such as using GSuite (Google).

Many LMS vendors are "paying it forward" by offering free online courses to help individuals who are transitioning to remote work and now have begun to add courses on returning to work safely. One such vendor is KnowledgeCity. In addition, LinkedIn Learning offers multiple online courses related to remote work.

Human Resources will develop and offer tutorials on various IT-approved technology platforms, designed to make it easier for employees to use these resources for remote work (ie - Zoom, project management products like Slack or Asana, etc).

### **FACULTY**

Faculty will receive targeted training on new policies and procedures in preparation for the fall semester, in addition to training offered to all employees. Access to classroom spaces will be restricted when not in use to reduce potential contamination prior to scheduled instructional time. Faculty should work through their Department Chairs and Deans to schedule office hours and on-campus activities to maintain proper social distancing.

## **Academics & Research**

Our preparation for reopening campus for the fall 2020 semester will center around three broad contingencies: 1) reopening with social distancing expectations; 2) fall classes begin fully online;

and 3) classes and operations must go to an online format for a period of time during the semester.

The “Academic and Research Reopening” document was developed based on the input from five reopening working groups consisting of the following; 1) Online/Remote Learning Working Group; 2) Undergraduate Education Working Group; 3) Graduate and Professional Education Working Group; 4) Research and Scholarship Working Group; 5) Operational Function Working Group. Additionally and as part of the USG return to campus planning document, the Public Service, Outreach, Continuing Education and Cooperative Extension Working Group report is included as Appendix C.1 due to its specific recommendations regarding how the university will engage external entities.

Our “Maximum Flexibility” plan will assure that all permutations from fully face-to-face to fully online and any hybrid or student/faculty delivery needs are covered. All course FOLIO accounts will be active with expectations for faculty to upload basic course information and content. This will allow for continuity of instruction under all three contingency plans (see below on Online/Remote Instruction).

## **D2L**

### **FOLIO Activation:**

Faculty will be asked to activate their FOLIO accounts and upload each course syllabus, policies, content, and any learning support/supplemental materials. All Georgia Southern University undergraduate and graduate courses/sections will be activated in FOLIO with the below-listed elements in place by the initiation of the fall 2020 term. This preparation ensures that every face-to-face and hybrid course has the flexibility to move to fully online for both brief periods or for the entire semester as outlined under contingency plans 2 and 3. The following actions will be completed:

- All courses activated in Folio.
- Syllabus and all course requirements, grading and course policies uploaded.
- Syllabus statement communicating to students the process of a move online if necessary.
- Faculty readiness to move online check-off list.
- Exam/proctoring recommendations.
- Recommendations on synchronous/asynchronous instruction.
- What to do with labs? Moving labs online recommendations.
- Establish minimal tech requirements for students (laptop - not chrome book) financial aid could be used to purchase.
- Student engagement quiz uploaded to establish student contact.
- Attendance verification quiz uploaded (activated only if GSU starts the fall term online/remote).
- Rolling uploading of course content as the term progresses.
- Development of student engagement modules throughout the term.

- Offline but ready to be uploaded course assessment elements as appropriate (quizzes, exams, writing assignments, etc.).
- Daily D2L (Folio) activity reports generated via business objects and made available to the GSU cabinet and USG.

Contingency plan 1 focuses on students returning to campus with social distancing expectations. The primary goal will be to have students return to campus and maintain the highest quality of instruction and learning while maintaining social distancing in the academic setting. We plan for an on-campus presence of students in classrooms.

We can assume the following:

- 1) Face-to-face classes will be reduced in size to meet social distancing criteria
- 2) Smaller class sections will require faculty to develop online content for delivery to students remotely with subsections of classes holding face-to-face meetings with instructors and/or TAs.
- 3) Large gatherings of students/faculty/staff will be limited or prohibited.
- 4) There will be a greater need for sanitizing spaces between activities, courses, etc.

Maximum Flexibility will be key to our success with all courses expected to have active FOLIO accounts and course materials uploaded.

## **ACADEMIC INSTRUCTION**

- We plan to offer all scheduled face-to-face courses with appropriate social distancing protocols. All courses previously scheduled as online will remain as online offerings unless COVID-19 circumstances dictate a change.
- Individual faculty who may be at higher risk for developing complications associated with the coronavirus (or who live with or care for a higher-risk person) must consult Human Resources to request any desired accommodations.
- Faculty or instructors who become ill will work with their department chair and a qualified substitute instructor will take over the course until the instructor of record can return or to the end of term. Grades will be assigned by the chair in coordination with the primary instructor and substitute.
- Fully online and hybrid courses will remain in this format.

### **Classroom Expectations:**

With social distancing expectations in all Fall 2020 courses, we will need to assess all class and laboratory section sizes and assigned classrooms to assure students and instructors are appropriately spaced a minimum of 6 feet apart. We are in the process of reviewing the Fall 2020 course schedule and identifying course sections and classroom assignments that need to be modified to meet social distancing standards.

### **Instructional Spaces:**

Social distancing protocols severely limit the number of students in classrooms and instructional labs. As such, we have initiated the review of all classroom space capacity based on social distancing criteria to aid in the development of scheduling alterations. In conjunction with our Facilities Department the below preliminary classroom space capacity has been identified with “social distancing capacities listed for each space. The preliminary finding from this list is that classroom capacity will be reduced by between 50-75% in all classroom spaces; that variance depends on the mobility of desks and seating in classrooms.

Scheme	High Cap	Low Cap
1 room above 400	200	200
5 rooms 300-383	190	150
5 rooms 200-280	140	100
14 rooms 100-176	135	50
47 rooms 60-95	48	30
76 rooms 42-58	29	21
117 rooms 36-41	21	18
125 rooms 28-35	18	14
284 rooms below 34	17	5

To assure that all instructors are appropriately included in all discussions, instructional faculty are defined as regular faculty, part time faculty, and teaching assistants (both assisting and serving as instructor of record). Clear guidelines will be presented to students, teaching assistants, and faculty on how classroom safety behavioral norms are to be enforced/handled if issues arise.

#### **Instructional delivery modifications to meet social distancing standards:**

In practical terms, scheduling Fall courses has been almost completed, and without doubling faculty load near-normal use of classroom spaces is possible. The broadest practical options in terms of continuing to use classroom space for face-to-face delivery would be following; however, more detailed delivery options continue to be developed with faculty guidance:

- **Flex or Flipped Courses:** hybridized courses would retain their current enrollment caps, but would divide into two, three, four or more subsections which alternate face-to-face

and digital attendance or live and asynchronous online delivery. This would mean remote delivery with limited in-person instruction.

- **Recitation Sections:** courses raise caps significantly, but employ recitation leaders (TAs or high-ability tutors and interns). Large sections meetings would take place once-a-week with the faculty Instructor of Record either in larger classrooms or via Zoom/Hangouts. Recitation sections could then use smaller class spaces. This would require TA and student support at a higher than normal level.
- **Targeted Face-to-Face Courses:** select courses would have large online sections allowing for smaller face-to-face courses to use larger classrooms (e.g., introductory or CORE courses move online to free up the physical space for major-level courses).
- **Evaluation of Space:** We will assess whether large non-instructional rooms can be available for supplemental instructional scheduling, and whether smaller rooms impractical for instruction can be reassigned to other purposes.

Colleges and programs may need to revise their course schedule to allow for some hybrid based options if specific courses cannot accommodate any social distancing guidelines.

Course specific delivery options suggested by a faculty member or chair will be considered with social distancing and student/faculty health as a priority. All alternative delivery modes will be approved by the Dean and Provost.

Timeline for classroom capacity analysis and faculty engagement:

Target Date	Task	Unit Engaged
June 15, 2020	Classroom Capacity study	Facilities & Provost
July 1, 2020	Capacity & Impact	Deans & Chairs
July 15, 2020	Rescheduling & Delivery Mode discussions	Chairs & Faculty
August 1, 2020	Rescheduling	Registrar & Faculty

In all rescheduling engagements faculty will have input and notice. In some instances rescheduling and mode of instructional delivery will be based on classroom limitations and variables that must be viewed in pragmatic terms.

#### **Robust and Flexible Office Hours:**

Faculty will list their office hours as part of their course syllabi and all modes of contact to facilitate and encourage students to engage in productive office hour discussions. Office hours will allow appropriate social distancing if held face-to-face. Faculty will also develop alternatives to face-to-face office hours that may include, telephone discussions, online opportunities, email exchanges, and/or video interactions such as Zoom, Google Hangouts, etc.).

### **Clinical/Lab/Practicums:**

Work off-campus will be allowed and travel from campus approved; however, a review of on-site social distancing capabilities is recommended. Clinical and practicum faculty coordinators and their chairs will be encouraged to engage with programs to review established learning outcomes for clinical, internship, laboratory and practicum experiences to assure student experiences are appropriate and do not expose students to unnecessary risks associated with exposure to the general public. All internships, practica, field placements, and field work requirements should incorporate guidance from state agencies, accrediting bodies, certifying agencies, etc. Internship programs should engage more fully with the Office of Career Services to identify flexible/hybrid internship opportunities.

## **MOMENTUM YEAR & MOMENTUM APPROACH**

### **Adjustments & Alternate Arrangements:**

At this time Georgia Southern University will not need to adjust its Momentum Year and Momentum Approach initiatives. Additionally, through our continuity of operations planning in academic success/student success, we have already identified and implemented all alternative arrangements for delivery of services that may be needed for effective and flexible movement between in-person, hybrid, and distance service delivery.

### **Technology Needs:**

- Staff
  - Most of our staff members in advising and academic success areas have access to laptops or iPads. We have requested permission to buy additional laptops or iPads to ensure that all staff have working and up-to-date devices.
- Students
  - Our students need an appropriate laptop, chrome book, desktop computer, smart tv adapter, or other internet capable device. ITS is researching rental and lease option availability for students, potentially supported by students' financial aid.
  - As part of student Folio engagement a technology and connectivity survey will be uploaded as part of the "engagement survey" for all courses. The survey will be similar to the one administered during the Spring 2020 transition and will determine what technology and connectivity issues students will need to function fully or partially online (online, hybrid, Zoom based lectures, etc.). We will monitor response via Folio and where students have not responded will contact students via email or telephone to assure maximum responses. Students and faculty will be directed to key technology resource websites to include:
    - <https://its.georgiasouthern.edu/virtual-resources/>
    - <https://its.georgiasouthern.edu/its/tools/folio/>
    - <https://drive.google.com/file/d/1tx-n0gu4t1LpGx9TURJ5hO6sv6IZjOF3/>



**Student Advising Model:**

As fall classes begin with social distancing expectations, advising will return to regular operations, but continue to offer Help on Click live chat and MyHelp Ticketing system to allow more remote support. We will maintain the option for virtual and email advisement and stagger advisement times for face-to-face appointments to minimize students within waiting areas and continue with virtual appointments and email advisement for students who are at risk or uncomfortable with face to face meetings. Meet your College/Meet your Major meetings will be held during the early fall term to provide student engagement within their academic college/focus area. If needed, these activities can be capped to small numbers and/or recorded and made available virtually.

If necessary, fall advising can move to a more aggressive social distancing option with enhanced measures to include; continue with Help on Click live chat and MyHelp Ticketing system to allow at a distance support. Stagger advisement times for face-to-face appointments to minimize students within waiting areas and to limit waiting room usage by calling students who have checked in to notify them to return to the office for their appointment. We will also consider offering flex scheduling to advisors to allow for weekend or evening work hours to accommodate changing student needs as well as minimize the number of individuals working in close proximity. Staggering telework and in office work will allow for additional social distancing. These measures will require students to be more flexible and potentially see someone other than their assigned advisor but will allow students to see someone in person.

Additionally the following will be implemented: allow time between appointments to sanitize office spaces and waiting areas; identify a digital check in process that allows students to check in without touching kiosks/computers which is especially important in areas that do not have front desk staffing and must rely on a kiosk for student check ins; meet your College/Meet your Major meetings to be held during the early fall term to provide student engagement within their academic college/focus area. If needed, these activities can be capped to small numbers and/or recorded and made available virtually.

**Training Opportunities for advising and support staff:**

Training opportunities for tutors, peer mentors, academic success coaches, and academic advisors was provided during the Spring term of 2020. Training for online/remote delivery of services has been integrated into our standard and ongoing training program and expectations for student employees (tutors, peer mentors, peer instructors) and professional staff. The expectations for professional development for staff for this summer now include updated training on remote service provisions.

**Instructional Support:**

To aid in instructional support with appropriate social distancing, we will continue to offer Help on Click live chat and MyHelp Ticketing system to allow more remote support. We will maintain the option for virtual tutoring and peer mentoring, but allow in-person interactions. We will create additional locations for tutoring to focus on maintaining any social distancing guidelines and will offer all academic success workshops in multiple formats, including in-person and online.

We are in the process of creating a “self-serve” workshop format where students can engage with success tips and guidance through short videos, practical applications, etc. We will develop staggered times for face-to-face appointments with academic success coaches and educational specialists to minimize students within waiting areas and continue with virtual appointments for students who are at risk or uncomfortable with face to face meetings.

**First Year/Second Year Programs:**

All sections of FYE 1220 in Fall 2020 will be offered as hybrid (1/2 online, 1/2 f2f) sections and online sections. Our goal is to provide students the opportunity, beginning with SOAR 1000, to navigate online learning in a low-stakes, very supportive environment. Students will be provided with best practices for online learners. All new students to Georgia Southern University will take our SOAR 1000 course - which is a set of pre-orientation modules in our LMS (FOLIO/D2L). Students learn to navigate the LMS over the summer.

The division of Student Affairs is bringing a new student engagement tool online for Fall 2020 to provide multiple options for student engagement in programming (including at a distance), particularly for first year and second year students.

**On-going Momentum Year Initiatives Not Mentioned Above:**

All incoming first-year students are being registered by advisors for a minimum of 15 hours, including Area A MATH and ENGL courses. Students will also receive full schedules via email and through the Guide App. All incoming students will engage with pre-SOAR (orientation) modules in FOLIO (D2L LMS), additionally, incoming students will engage with MyMajors for an “inform, discern, and affirm” process with academic focus areas and academic majors.

**International/Domestic Travel:**

University authorized business travel by faculty, staff and students should be considered in light of Department of State and CDC assessment of both domestic and international travel destinations. With social distancing expectations in place all travelers should consult their destination's individual Department of Public Health web page to assess COVID-19 activity and the risk of traveling to the destination. For international travel the traveler should consult both the CDC and US Department of State travel warning levels and restrictions on both travel and quarantine requirements for entering a country and US requirements for returning travelers.

With social distancing expectations, travel will not be restricted beyond the above CDC, GPH and US Department of State requirements. The risks associated with travel via any mode of transportation that inherently imparts close contact with others should be avoided (airline, train, etc.) but maybe necessary. If travel is deemed essential, the traveler should employ sanitization protocols. Any travel request should be reviewed by your supervisor and deemed necessary before any financial commitments are made.

Post-travel health monitoring will be critical to maintain the health of both the traveler and anyone who may come in contact with the traveler. Before thinking about travel, it would be wise to consider the implications of quarantine and/or isolation on job responsibilities and continuity of instruction in the event one must self-isolate and cannot return to the classroom.

**Travel Outside the State of Georgia:**

Travel outside the State of Georgia (domestic travel) will be allowed, but all university travel must be accompanied with registering with the GSU travel registry (TerraDotta). The TerraDotta registry is fully functional as of late Spring 2020 with portals for both domestic and international travel and can be found in the MyGeorgiaSouthern portal under campus life <https://globalportal.georgiasouthern.edu>.

#### **International Travel:**

International travel will be permitted with significant consideration of the destination and both CDC and Department of State travel warnings. Travel will be dependent on COVID-19 status of the destination. The travel advisory committee will continue to meet and assess the risk associated with travel and make recommendations to the university and Provost for review and consideration.

#### **Study Abroad:**

The travel advisory committee will continue to meet and assess the risks associated with international travel and make recommendations to the university and Provost for review and consideration. Any study abroad program proposals will be reviewed in consideration of the risks associated with COVID-19 (as well as other risk factors) for the destination country. The travel advisory committee will make its recommendations based on the Department of State, CDC, and WHO.

Dr. Brian Deloach (MD), (Georgia Southern University Chief Medical Officer) will have direct input regarding travel restrictions as a permanent member of the travel advisory committee and will make recommendations on a case by case basis. Dr. Deloach will also determine if a student traveler should self-isolate or quarantine if exposed to an individual with COVID-19 or showing symptoms of the virus. University travel (or business travel) paid for by the institution must be approved before any reservations or financial commitment are made. Unapproved travel will not be reimbursed for travel expenses.

#### **Student Travel:**

Students must be preapproved for any institutionally based travel. USG institutions have implemented a policy by which academic credit will not transfer to any other institution if recommendations are not followed.

### **FACULTY DEVELOPMENT**

#### **Development Activities for Faculty:**

The Teaching Online Courses (TOC) office out of the Center for Teaching Excellence (CTE) will offer formal online course training May 25- June 28. The CTE will also offer continuous Folio training workshops – Build a Learning Module, Gradebook, Emergency Preparedness and a new self-paced online training course available on demand throughout summer and fall to enable online novel or inexperienced faculty opportunities to learn in small modular units. The Center for Teaching Excellence will also offer a “Guide for Teaching Online” tutorials for Folio and pedagogy support on a regular basis through summer and fall terms.

Georgia Southern University has many faculty with tremendous expertise in online/remote educational delivery. These faculty work one-on-one with faculty in similar disciplines to

develop online capabilities to help expand skills and build online modules, courses and programs of study. The “online education peer mentoring program” was used informally in the Spring 2020 transition to online but is now a more formal program used to help and amplify faculty capabilities. This program will be employed to move our course for Fall 2020 to online/remote ready (FOLIO active sections). Georgia Southern University is happy to share its expertise with any USG institutions as we reopen for the fall term.

Additional support for faculty engaged in online education activities will include on demand consultations with instructional designers, web accessibility for online self-paced CTE/TOC courses, as well as other miscellaneous online and face-to-face pedagogy workshops throughout summer and fall.

All Georgia Southern University CTE courses are available to USG institutions and Georgia Southern University faculty will be encouraged to review our CTE FAQ page for other learning opportunities within the USG.

#### **Plans for reaching out to new faculty for online training prior to start of term:**

Beginning June 15, as we get new hire information, we will send a welcome greeting, share the **Folio Jumpstart Guide** and invite them to work with the CTE team and attend summer workshops.

New Faculty will be enrolled in the Self-Paced course: Flex Ed: Designing Pivot-Proof Courses (covers pedagogy and Folio training) available July 1, 2020.

New Faculty Orientation (NFO) asynchronous session will be available July 22nd for asynchronous modules.

New Faculty Orientation will be conducted August 6th and 7th. If face to face is possible, we will meet in the Nessmith-Lane Ballroom at the Continuing Education building on the Statesboro Campus. If face to face is not possible, we will conduct the same programming through synchronous Zoom sessions. See NFO Outline for the complete schedule.

A training session scheduled specifically for part-time faculty, to be recorded for future access. Please provide a couple of options for dates and times again prior to start of term.

Part-time faculty will receive the same welcome greeting and access to the **Folio Jumpstart Guide** as we are notified of their hire.

Part-time faculty will be enrolled in the Self-Paced course: Flex Ed: Designing Pivot-Proof Courses as we are notified of their hire beginning July 1, 2020.

Part-time faculty will be invited to attend a Folio bootcamp or will have access to a recording of the training. Part-time faculty may request a consultation with an instructional designer.

#### **Online/Remote Continuity of Instruction Policies:**

Policy – faculty are required to use FOLIO for all modes of instruction to facilitate any transition to fully online/remote instruction. The course syllabus, assignments, materials, instructional materials will be uploaded to FOLIO in the event of any disruption to face-to-face instruction (FOLIO is our required continuity of instruction platform).

Georgia Southern University will allow faculty identified as “at risk” to teach their course in a remote format based on USG and GSU HR policies regarding “at risk” faculty and Provost and Vice President for Academic Affairs review and approval for online instruction (as per standard policy on teaching online approval). The CTE will provide support to all faculty engaged in online/remote teaching.

#### **Administrator Development:**

Human Resources has provided a Manager Toolkit for use by academic administrators, (including program coordinators, chairs, Deans, and others) with resources related to COVID-19 and management of employees.

### **RESEARCH**

The following guidelines are established to assist researchers in maintaining their scholarship during the COVID episode in accordance with the Return to Campus Planning document issued by the USG in May 2020. Georgia Southern has developed a comprehensive plan to address and implement the multi-faceted operations necessary to maintain the health and safety of the campus during the 2020-2021 academic year.

#### **General Guidance for Fall 2020 return to campus with social distancing expectations:**

Research personnel (faculty, students, and staff) must continue to adhere to all Personal Safety Practices while engaged in research activities. Research personnel (faculty or staff) who are identified as at risk/vulnerable individuals or those caring for at risk/vulnerable individuals will be referred to Human Resources and in consultation with their chair/dean for guidance regarding alternative arrangements for research or scholarly activities

Individuals should not return if they are experiencing any COVID-19-related symptoms. If recently traveled to places with known clusters of COVID-19, individuals should only consider returning after they are 14 days symptom-free from the last day of travel. Researchers are encouraged to take this screener (<https://c19check.com/start>) questionnaire prior to engaging in a research activity EACH time.

All personnel should monitor the current status of the outbreak and mitigation strategies updated by USG, state, and federal authorities. Principal investigators should consider moving to remote data collection methods where possible. If in-person data collection is needed, a detailed protocol on how these actions will take place that adheres to social distancing, disinfection, and hygiene practices must be prepared. Additionally, principal investigators should ensure that all research integrity protocols (IRB, IBC, or IACUC) are up to date (where applicable) with specific sections on how to address social distancing, disinfection, and hygiene at research facilities.

**Human Subjects Research:**

1. Continue remote data collection for all projects that can continue through that methodology.
2. Face-to-Face research activities will be evaluated for critical and time-sensitive prioritization by the IRB on a case by case basis following the lifting of the current suspension. Documentation of appropriate precautions based upon CDC and GDCPH guidelines and standards will be required. Research plans should address how social distancing (6ft.) will be ensured, sanitization and cleaning of high touch surfaces, and personal hygiene protocols before and during appointments.
3. Researchers and/or participants may not be coerced or strongly encouraged to participate or resume face-to-face methodologies.
4. Identify and adopt additional precautions for senior, immune-compromised, and physically vulnerable participants in an abundance of caution until immunity is confirmed through testing or national experience evidence is confirmed.
5. Recommend adopting remote evaluation techniques where possible. Amendments to modify face-to-face interaction studies to a remote format will be given expedited priority by the IRB.

**Animal Care:**

1. The IACUC will continue to function and review proposals remotely.
2. Animal-based researchers must develop a plan to address social distancing requirements for approval by their Dean (or appropriate designee) prior to continuing or resuming research activities.
3. Animal care personnel must develop a plan to address essential care and maintenance activities, which must comply with social distancing protocols. PPE use may be required.

**Lab and Studio Based Research:**

1. Research Activity Prioritization:
  - a. Any research carried out on campus facilities requires the permission of the immediate supervisor (Department Chair or Dean)
  - b. Immediate supervisors should consider equity, diversity, inclusion, and equal access in their planning for research resumption.
    - i. Principal investigators with urgent deadlines to funding agencies, tenure track faculty, projects that are seasonal in nature, and student research activities with approaching graduation deadlines should be given priority in laboratory, studio, or any other research space usage.
    - ii. Research resume plans should be mindful of bringing students or employees back to work on campus if those individuals have concerns about their safety or are experiencing other COVID-related barriers.
    - iii. Principal investigators should support vulnerable personnel by providing options for telework where possible. If the student researcher can no longer be available for the ongoing project, the principal investigator should contact the immediate supervisor to help the student find another

opportunity that may be a better match to be exposed to research experiences in these circumstances.

- c. Facility managers must develop a weekly schedule for the use of the lab, studio, and equipment or shared equipment spaces. These schedules must adhere to social distancing guidance.
  - d. Faculty and students who are in urgent need of research support should be prioritized with the guidance from the Office of Research and Scholarship and College of Graduate Studies, where applicable.
  - e. Permissions for on-campus research will be subject to change to maintain alignment with USG, state, and federal guidance.
  - f. Researchers resuming on-campus research activities should be prepared for a sudden shut down in the event of new directives provided by the authorities.
2. Safety Actions:
- a. Adequate supplies to support healthy hygiene practices should be in place before resuming research activities. These supplies include but are not limited to: soap, face coverings, hand sanitizers<sup>4</sup>, 10% bleach, and/or 70% alcohol for contact surface disinfection, tissues, and no-touch trash cans. All these materials should not be taken out of the research area.
  - b. Signs with information on how to stop the spread<sup>5</sup> of COVID-19, properly wash hands<sup>6</sup>, promote everyday protective measures<sup>7</sup>, and properly wear a face covering<sup>8</sup> should be posted on visible locations throughout the research facility.
  - c. Principal investigators should revise the emergency contact information and share it with all research personnel.
3. Cleaning and Disinfection:
- a. Before resuming research in facilities after prolonged shutdown, facility managers should check for the safety of the indoor environment<sup>9</sup> such as ventilation and water systems.
  - b. Custodial services should provide routine disinfection services at all active research areas on campuses.
  - c. During research activities, all personnel should follow the guidance for disinfecting and cleaning<sup>10</sup> to ensure that frequently touched surfaces are safe for occupation.

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<sup>4</sup> Centers for Disease Control and Prevention. 2020. *Hand Sanitizer Use Out And About*. <<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>>.

<sup>5</sup> Cdc.gov. 2020. <<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>>.

<sup>6</sup> Cdc.gov. 2020. *When And How To Wash Your Hands | Handwashing | CDC*. <<https://www.cdc.gov/handwashing/when-how-handwashing.html>>.

<sup>7</sup> Cdc.gov. 2020. <<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>>.

<sup>8</sup> Cdc.gov. 2020. <<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>>.

<sup>9</sup> Centers for Disease Control and Prevention. 2020. *Coronavirus Disease 2019 (COVID-19)*. <<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>>.

<sup>10</sup> Cdc.gov. 2020. <[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tree.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tree.pdf)>.

- d. CDC recommends disinfection using EPA-approved disinfectants<sup>11</sup>. When EPA-approved disinfectants are not available, CDC recommends using alternative disinfectants such as 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions.
  - e. All cleaning and disinfection activities should follow the safe and correct application<sup>12</sup> of chemicals.
  - f. Before and after using research facilities, frequent disinfection of surfaces and objects touched by multiple people should be enforced. These surfaces include but are not limited to: benchtops, instruments, equipment, door, cabinet, and sink handles, desks, chairs, pens, keyboards, mouse. PPE should be worn during cleaning and hands should be washed and sanitized after completion of cleaning and disinfection.
  - g. Every time cleaning and disinfection are completed by research personnel, a checklist should be filled out and signed. These signed forms should be collected by the principal investigator and/or facility manager.
4. Social Distancing:
- a. Before resuming research activities, the principal investigator should review social distancing protocols with the research group during an orientation session. This orientation session can be done remotely and should include protocol-specific refreshers provided by the principal investigator, and general social distancing guidelines<sup>13</sup> provided by the CDC.
  - b. Obtain written consent from students involved in research activities that involve entering research facilities that they understand the risks of continuing research during outbreak conditions and are responsible for following the steps provided in the social distancing, disinfection, and hygiene protocols.
  - c. Where possible, only one individual should work in the area. Managers must establish a rotation schedule to allow for equal opportunity to all researchers using the facility.
  - d. If more than one individual must be present in the work area:
    - i. Allow for a minimum of 6 ft distancing between individuals. This would translate to more than 2 arm's length between two individuals
    - ii. Minimize frequent movement from one location to the other
    - iii. Work at a single workstation at a time where possible
    - iv. Wash hands frequently, avoid touching your face and wear PPE at all times

### **Guidance for Student Researchers:**

- 1. Students should only return back to routine research facilities if they feel ready and healthy. Students should not return if they are experiencing any symptoms and/or fever

<sup>11</sup> US EPA. 2020. *List N: Disinfectants For Use Against SARS-Cov-2* | US EPA.

<<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>>.

<sup>12</sup> Cdc.gov. 2020. <[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)>.

<sup>13</sup> Centers for Disease Control and Prevention. 2020. *Coronavirus Disease 2019 (COVID-19)*.

<<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>>.



associated with the COVID-19 symptoms. Students also should not return if they traveled to places with known clusters of COVID-19, only return after 14 days symptom-free from the last day of travel.

2. It is the responsibility of the student to share any concerns related to returning to research facilities with the faculty mentor at all times.
3. Revise the emergency contact information and inform the faculty mentor with any changes in emergency contact information.
4. Keep social distancing protocols at all times and report to the faculty mentor any misconduct immediately.
5. DISTANCE is the most important barrier. Students should not meet or talk in groups in offices, desk areas, or laboratories. Group discussions should take place electronically.
6. Use soap, personal protective equipment, hand sanitizers, and 10% bleach and/or 70% alcohol for contact surface disinfection during all research activities inside research facilities. All these materials should not be taken out of the research area.
7. Students should wash hands with soap and water frequently and avoid touching their faces during research activities. Students with long hair are recommended to wear a hair tie to minimize touching their face.
8. Before and after entering research facilities, students should clean all surfaces (e.g. benchtops, instruments, equipment, door, cabinet, and sink handles, desks, chairs, pens, keyboards, mouse).
9. At the end of the research activity, the student should clean and disinfect the surfaces, fill out the checklist, sign, and return this form to their immediate supervisor.

### **Field Research:**

Conducting field research (in non-institutional settings) under conditions with social distancing expectations can be challenging and may limit the size of field research teams and/or the frequency of field research. Below are broad guidelines for best practices. Based on these guidelines, departments/units should generate detailed, disciplinary-specific guidelines to assist researchers. When situations fall outside of these guidelines, exceptions should be addressed by the unit/college. Within the context of these guidelines, researchers refer to faculty, staff and students engaged in research activities.

Researchers must understand the social and cultural context of their activities and should allow for responsible personal judgement when making decisions in that context. This includes making efforts to understand and respect the lived-experience and daily realities of those in the research environment.

1. General Considerations when resuming Field Research:
  - a. Undertake research if researchers feel ready and healthy. Researchers should not return if they are experiencing any COVID-19-related symptoms.
  - b. Monitor the current status of the outbreak and mitigation strategies updated by USG, state, and federal authorities.
  - c. Support vulnerable personnel (staff and students) by providing options for telework where possible.

- d. Consider moving to remote data collection methods where possible. If in-person data collection is needed, prepare detailed protocols on how actions will take place that adhere to social distancing, disinfection, and hygiene practices.
  - e. Ensure that all research integrity protocols (IRB, IBC, or IACUC) are up to date (where applicable) with specific sections on how to address social distancing, disinfection, and hygiene at field research sites.
  - f. Revise emergency contact information and make available for all research group members.
2. Travel to/from Field Research Site
- a. Transportation Options
    - i. University Vehicle. To maintain social distancing, university vehicles generally may be used for the transport of a single individual to field research sites following standard university guidelines/policies. Exceptions to the passenger limit would be (1) individuals that socially distance together domestically or (2) larger vehicles that can accommodate more individuals while maintaining social distancing standards. CDC guidelines<sup>14</sup> also suggest increasing ventilation in transport vehicles. Drivers should be aware of the need to disinfect pre/post travel to ensure personal safety. It is recommended that an in-vehicle cleaning checklist be utilized (see sample checklist below). Guidelines for general cleaning and disinfection of vehicles can be found on the CDC website<sup>15</sup>.
    - ii. Personal Vehicle. All researchers should be aware of social distancing guidelines that would generally result in a single passenger per vehicle. Standard university guidelines/policies apply for employee use of a personal vehicle while on university business. Note: This policy extends to employed graduate (e.g. GA) and undergraduate students (e.g. hourly workers) engaged in university-related research as a required part of their employment. (For the purposes of this guidance, generally an employee receives a W-2 from Georgia Southern.)
  - b. Social Distancing
  - c. All researchers must follow CDC guidelines for social distancing, maintaining at least a 6-foot distance from other people. There are additional CDC travel guidelines that outline the need to wear a face covering<sup>16</sup> if not traveling alone (also see Travel FAQs<sup>17</sup>). CDC guidelines also recommend increasing ventilation in transport vehicles. If a situation arises where social distancing is impossible (e.g. disabled vehicle assistance, changing flat tire), then participants should maximize use of sanitation and PPE to ensure personal safety.
  - d. Cleaning/Disinfection

<sup>14</sup> Cdc.gov. 2020. <<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/MassTransit-DecisionTree.pdf>>.

<sup>15</sup> Centers for Disease Control and Prevention. 2020. *Communities, Schools, Workplaces, & Events*. <<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>>.

<sup>16</sup> Cdc.gov. 2020. *Recommendation Regarding the Use of Cloth Face Coverings*. <<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>>.

<sup>17</sup> Cdc.gov. 2020. *Travel: Frequently Asked Questions and Answers*. <<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>>.

- e. All researchers should follow CDC guidelines for cleaning/disinfection.
- 3. Work at Field Research Site
  - a. Social Distancing
  - b. All researchers must follow CDC guidelines for social distancing, maintaining at least a 6-foot distance from other people. CDC also recommends covering your mouth and nose with a cloth face covering when around others. Should situations arise where social distancing guidelines are impossible (e.g. manipulation of large equipment, digging, hauling, lifting), participants should maximize use of sanitation and PPE to ensure personal safety.
  - c. Cleaning/Disinfection
  - d. All researchers should follow CDC guidelines for cleaning/disinfection.  
Researchers should consider the field conditions to ensure that proper cleaning and disinfection is available. In particular, supplies should be available for hand sanitizing if researchers are unable to regularly wash hands. Shared equipment should also be routinely cleaned and disinfected.

### **Responsibility for Enforcement of Best Practices:**

These guidelines are intended to address research in non-institutional field settings. It is the responsibility of the Faculty Mentor/PI to share best practices with all members of the research team engaged in field research, noting that CDC guidance may evolve over time. Each faculty mentor/PI should document that student researchers and staff have received appropriate guidance on social distancing, disinfection, and hygiene practices.

While social distancing expectations are active, all researchers (faculty, staff, students) engaged in field research must conform to these guidelines. Any lapses in best practices should first be brought to the attention of the faculty mentor/PI to allow for retraining. If needed, remediation to address compliance will be undertaken at the unit/department level to ensure a safe working environment for all researchers.

### **Travel:**

Travel for research and scholarship will be permitted with social distancing and health considerations as a primary consideration. Deans (or appropriate designee) will review and determine if travel to high risk regions (domestic or international) is appropriate and necessary for continuity of research and scholarly activities.

## **Student Life**

### **RESIDENCE LIFE**

Residence life is a critical component to many students' experience at our institutions and should be preserved as much as possible. While all reasonable steps will be taken to maximize the safety of our campus communities, Georgia Southern cannot guarantee that an individual will not be exposed to the virus.

Residence hall rooms will be viewed as a shared residence within each room or suite, similar to a family's shared residence in that social distancing practices are not expected within the room or suite. As such, it is the responsibility of the residential students to adhere to appropriate behaviors related to the prevention of COVID-19, including the cleaning of their room or suite. Individual students should be reminded of the best practices in prevention but must take responsibility for their own actions.

Georgia Southern University will create an environment in which students can practice the safety guidance adapted from the Center of Disease Control (CDC) in the public areas of the residence halls. Individuals are responsible for the cleaning and disinfection of their individual room.

*Note: Residence Life has two plans in Contingency 1, Plan 1:A and Plan 1:B. The plans are almost identical other than Plan 1: A includes utilizing all available beds, with limited social distancing and Plan 1:B includes a lower occupancy rate, in the situation where greater social distancing may be required.*

#### **Plan 1:A (Return to Campus with Limited Social Distancing)**

**Return to Campus/Room Assignments:** Residence hall students will return to campus as originally intended, with a few modifications put into place. Students will be assigned to all available beds to account for the limited requirements for social distancing (six feet of separation between beds and desks). Students in this scenario would have shared bathrooms and common area spaces within their individual unit, which they will be responsible for cleaning and sanitizing. Watson Hall will be our only exception, with a shared bathroom per wing of the floor, in which we will designate appropriate social distancing locations within the shared bathroom spaces as a guide for students to follow. This would put our total capacity as follows:

- Statesboro: 4049
- Savannah: 1315

**Move In Plan:** Operation Move In (OMI) will be adjusted to account for social distancing guidelines established by the CDC. The duration of Operation Move In will be 2-3 days to ensure social distancing and have at least two drive up locations. The number of volunteers will be determined based on need. No more than 2 people should accompany each student during move in. Blue bins will be sanitized after each use by Facilities Services staff. In order to make this plan successful, we would need to purchase add on assignment software from StarRez.

**Communication & Education Campaign:** Communication plans will be developed, and will include communication to students prior to their arrival to campus and once they arrive on campus. Educational materials will be placed strategically throughout the halls such as in entry ways, common area spaces, down corridors, on bulletin boards, and within each unit. A sample communication plan and sample educational materials have been developed.

**Policies & Procedures:** Our current policies and procedures will be reviewed to include new guidance on the following:

- While not mandatory, face coverings are strongly recommended when in public spaces
- Testing is not required prior to arrival in campus
- limiting guests & visitation to no outside guests
- use of common area spaces (including common area kitchens, laundry rooms, bathrooms, stairwells, and elevators)
- best practices for protecting yourself and others from the spread of germs
- proper sanitation and cleanliness of personal and common area spaces
- student and professional staff response to student rooms
- roommate agreements
- cancellation of contracts
- First Year Live On Requirement (FYLOR) including the medical exemption process
- room reservations
- front desk coverage
- computer lab usage
- classroom usage
- outdoor recreation areas
- Emergency response, including administering fire drills, planning for a hurricane, and live-in staff response to incidents within the hall (from how RA duty rounds are completed to confronting issues that arise)
- Clubhouse/Front desk procedures (items available for checkout, congregating in common area spaces, etc)
- Resident Advisor expectations for interactions with students re: check-ins, event planning, resource sharing, etc.
- The American College Health Association states on-call staff need access to personal protection equipment (Considerations for Reopening Institutions of Higher Education in the COVID-19 Era<sup>18</sup>, page 10). Staff will also need to be supplied with hand sanitizer and hand soap to properly sanitize after responding to an incident.

**Staff Training:** Residence hall staff (professional, graduate, and student staff) will be properly trained on updated policies and procedures as it relates to social distancing and proper sanitation. Training will be a combination of online training modules and in person training, when safe to do so. All measures will be taken to ensure we practice appropriate social distancing.

Pending approval of staff returning to campus, training will occur as follows:

- Professional staff: July 1, 2020 - July 31, 2020.
- Graduate students: July 13, 2020 - July 31, 2020.
- Student staff: August 2, 2020 - August 16, 2020.

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<sup>18</sup> ACHA\_Considerations\_for\_Reopening\_IHEs\_in\_the\_COVID-19\_Era\_May2020 (1).pdf. (n.d.). Retrieved May 24, 2020, from [https://drive.google.com/file/d/1TYiZylu9A\\_aMk1GUkvnYGghcuaSYilBP/view?usp=sharing](https://drive.google.com/file/d/1TYiZylu9A_aMk1GUkvnYGghcuaSYilBP/view?usp=sharing)

**Cleaning and Sanitation of Common Areas:** A plan will be developed with the Department of Facilities Services and Corvias Campus Living to create a robust cleaning and sanitation schedule, to include:

- Increased attention to high touch areas (doors, elevators, laundry rooms, computer labs, common area spaces, front desks, entryways, stairwells, etc)
- Increased cleaning schedule for common area bathrooms
- Increased placement of hand sanitizer, tissues, and waste baskets

**Quarantine/Self Isolation:**

- Residents who have tested positive or who have symptoms of COVID-19 should notify the Dean of Students, isolate as much as possible, and seek care from Health Services or another medical provider. At time of publication, a no-cost evaluation using the Augusta University AU ExpressCare APP on your mobile device or at <https://www.augustahealth.org/expresscare/covid-19-virtual-screening> is available. Free testing is currently available through community GDPH test sites, which can be accessed at <https://dph.georgia.gov/covid-19-testingdirectpatient-lines>.
- In the event that a student and/or DPH reports that a resident has tested positive for COVID-19, the Residence Life staff should be notified immediately and will notify the Health Services point of contact. Staff may not ask for any medical information from the employee. DO NOT share with others any medical information that has been shared with you. Areas which the affected individual has recently occupied should be quickly identified and closed off for as long as practicable. Ventilation to the area(s) should be improved if possible. Trained and equipped custodial staff will clean and disinfect the area(s), focusing on high-touch surfaces.
- There is no location currently on the Statesboro campus to quarantine students. We would need to explore self-isolation and self-quarantine with our Health Services Medical Director to determine the best course of action for students. Three options are being considered and a decision on using one or more of these will be made by July 1.  
Options include:
  - Prepare and utilize available bedspaces in Windward Commons and/or Compass Point on the Armstrong campus to quarantine students, transporting students from the Statesboro campus if necessary
  - Reserve a block at a local hotel or apartment complex for students who need to quarantine
  - Convert the second floor of Watson Commons (currently office spaces) to single bedrooms with a shared jack-and-jill style bathroom.
- University Housing is meeting with Health Services and Dining Services to discuss the plan of care for students in quarantine/isolation, including follow up from Health Services and meal delivery in conjunction with Dining Services.
- In the event that an employee has been instructed to self-isolate, using the GDPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
  - Improved symptoms AND
  - It has been at least ten days since symptoms first appeared
- If housed on campus, Facilities Services/Corvias will properly sanitize a room prior to entry and once a room has been vacated.

#### **Other Considerations:**

- The institution will work with local area apartments regarding an increased need for housing students due to limited space on campus. There are few properties that are both safe and well managed in the surrounding community. Additionally, many students cannot lease with off campus apartment complexes because of the inability to secure a co-signer for the lease. An Affiliated Housing Program (proposed already) would allow for local complexes that meet a certain criteria (safety, willingness to work with students re: co-signers or contract dates) can pay a fee and be featured on an off campus housing website hosted on the Georgia Southern website.
- Staff who have underlying health issues who are medically at risk - would need to examine how to utilize student and professional staff who fall into this category to reduce risk of exposure.
- High-risk students may request an exception to the live-on requirement using the housing exemption request process, found here: <https://auxiliary.georgiasouthern.edu/housing/fylor/exemptions/fylor-request-form/> .
- University Housing is meeting with the Counseling Center and the Office of Student Wellness & Health Promotion to discuss the impact to the on-campus students, especially those who may be quarantined or in self-isolation. We will collaborate to ensure we are reinforcing the resources available to students, as well as checking in with students on a regular basis.
- Should our occupancy numbers start to fall at any point, University Housing will consider consolidating students to account for staff coverage and cost savings on utilities.

#### **Plan 1:B (Return to Campus with Greater Social Distancing)**

**Return to Campus/Room Assignments:** Residence hall students will return to campus as originally intended, with modifications put into place. Students will be assigned under the guidance of the University System of Georgia in conjunction with the CDC and Department of Public Health's recommendation. If stricter social distancing guidelines are administered, students would be assigned to one student per bedroom (no shared bedroom spaces). Students in this scenario would still share a bathroom with other students (either within their assigned unit or in a common area bathroom), and would be responsible for the sanitation of their shared living and bathroom spaces. This would put our maximum capacity as follows:

- Statesboro: 3862
- Savannah: 1210

If this option is selected, it would require a 40-45 day process to determine who is given priority for housing and to unallocate and then reallocate the available bedspaces. As our housing assignments have already gone out to some of our incoming class, we, with the help of other offices, would need to call impacted students to discuss their options. We would also need to delay making any other room assignments until after a decision is made.

**Move In Plan:** Operation Move In (OMI) is the same as Plan 1:A.

**Communication & Education Campaign:** Same as Plan 1:A.

**Policies & Procedures:** Same as Plan 1:A.

**Staff Training:** Same as Plan 1:A.

**Cleaning and Sanitation of Common Areas:** Same as Plan 1:A.

**Quarantine/Self Isolation:** Same as Plan 1:A.

## **DINING SERVICES**

### **Statesboro Campus - Dining Commons**

- It is a full-service dining hall served cafeteria style with no to-go options
- Our largest user group is students, but we serve a significant amount of faculty, staff and community on a regular basis.
- The normal seating capacity is 1,100.
- The facility normally serves 5,000 meals on a daily basis.
- The social distance seating occupancy would be in the 500 range.
- Changes in delivery of meal options:
  - There will be no more self-serve options.
  - We will reduce the made-to-order options, so customers aren't waiting on their items (crepes, omelets, pasta, surf and turf, etc.)
  - We will expand our buffet-style offerings to multiple serving stations within the facility (no self-service).
  - We add "to-go" options.
- We will move to a cashless operation (all cards will be accepted and the customers will swipe their own cards).
- Plexiglass barriers will be installed at cashier stations.
- We will change our meal plan from an all-access plan, which means that students come in and eat as much they want as often as they want to block meal plans, which means that students will use a card swipe as a meal from 7-10:30am then one from 10:30am-4pm and then one from 4-9pm.
- Employees consistently follow GDPH guidelines currently and will continue to do so. They will have the option of wearing gloves and masks, but will avoid the



cross-contamination that can happen with gloves. Any updated guidance from GDPH or the CDC will be followed.

### **Statesboro Campus - Lakeside Dining**

- It is a full-service dining hall served cafeteria style with no to-go options
- Our largest user group is students, but we serve a significant amount of faculty, staff and community on a regular basis.
- The normal seating capacity is 500.
- The facility normally serves 2,750 meals on a daily basis.
- The social distance seating occupancy would be in the 250 range.
- Changes in delivery of meal options:
  - There will be no more self-serve options.
  - We will reduce the made-to-order options, so customers aren't waiting on their items (burritos, omelets etc.)
  - We will expand our buffet-style offerings to multiple serving stations within the facility (no self-service).
  - We will add "to-go" options.
- We will move to a cashless operation (all cards will be accepted and the customers will swipe their own cards).
- Plexiglass barriers will be installed at cashier stations.
- We will change our meal plan from an all-access plan, which means that students come in and eat as much they want as often as they want, to block meal plans, which means that students will use a card swipe as a meal from 7-10:30am then one from 10:30am-4pm and then one from 4-9pm.
- Employees consistently follow GDPH guidelines currently and will continue to do so. They will have the option of wearing gloves and masks, but will avoid the cross-contamination that can happen with gloves. Any additional guidance by August from GDPH and the CDC will be followed as well.

### **Armstrong Campus - The Galley**

- It is a full-service dining hall served cafeteria style with no to-go options
- Our largest user group is students, but we serve a significant amount of faculty, staff and community on a regular basis.
- The normal seating capacity is 300.
- The facility normally serves 800 meals on a daily basis.
- The social distance seating occupancy would be in the 150 range.
- Changes in delivery of meal options:
  - There will be no more self-serve options.
  - We will reduce the made-to-order options, so customers aren't waiting on their items (burritos, omelets etc.)
  - We will expand our buffet-style offerings to multiple serving stations within the facility (no self-service).
  - We will add "to-go" options.

- We will move to a cashless operation (all cards will be accepted and the customers will swipe their own cards).
- Plexiglass barriers will be installed at cashier stations.
- We will change our meal plan from an all-access plan, which means that students come in and eat as much they want as often as they want to block meal plans, which means that students will use a card swipe as a meal from 7-10:30am then one from 10:30am-4pm and then one from 4-9pm.
- Employees consistently follow GDPH guidelines currently and will continue to do so. They will have the option of wearing gloves and masks, but will avoid the cross-contamination that can happen with gloves. Any additional guidance by August from GDPH and the CDC will be followed as well.

### **Summary of Residential Dining Operations**

- We will change our dining plan structure from all-access dining to block meals plans with a choice of 3, 5, 14 or 19 each week. Freshmen will still have the requirement of at least the 14 plan.
- Meals will have to be used at certain parts of the day (only one swipe for each time period):
  - 7am – 10:30am (Breakfast)
  - 10:30am – 4pm (Lunch)
  - 4pm – 9pm (Dinner)
- We will reduce the hours of operation, since we will be able to offer to-go options in the dining halls
- Hours of Operation:
  - Dining Commons:
    - Monday - Friday: 10:30am – 9pm
    - Saturday & Sunday: 8:30am - 9pm
  - Lakeside:
    - Monday - Friday: 7am – 3pm
  - Galley:
    - Monday - Friday: 7am-8pm
    - Saturday & Sunday: 9am-8 pm
- We will be adding a food trailer to our dining program, helping to facilitate a late night food offering and additional to-go options.
- We will add a delivery option to our dining program, utilizing robots.
- Directional signage and social distancing signage will be added to each facility.

### **Brand Retail - Statesboro and Armstrong**

- Chick-fil-a and Starbucks have their own standards that we have to follow per the University's licensing agreement.
- The type of operation is largely counter service and grab and go, but there is limited seating available.

- Our primary customers are students, but we serve a large contingent of faculty, staff, and the community.
- The current seating occupancy of each Starbucks is 80. Chick-fil-a in Statesboro is 125, Armstrong is 200.
- The social distancing seating occupancy in each Starbucks is 25. Chick-fil-a at Statesboro is 50. Armstrong is 80.
- Meal options will remain the same (counter service, delivery and to-go). There is limited seating, so chairs can be removed to encourage distancing.
- We are not allowed to refuse cash at Starbucks per their brand standard, but we will strongly encourage a cashless operation. Customers will swipe their own card.
- Meal plan changes do not affect brand retail.
- Employees consistently follow GDPH guidelines currently and will continue to do so. They will have the option of wearing gloves and masks, but will avoid the cross-contamination that can happen with gloves. Any additional guidance by August from GDPH and the CDC will be followed, as well as the brand's requirements.

#### **Campus Retail - Statesboro and Armstrong Campus (University Brands)**

- These are largely coffee shops, convenience stores and sandwich shops.
- All of these will have to-go options only.
- Convenience stores will manage the number of people entering at a time.
- Directional signage and social distancing signage will be added to each operation.

### **TRANSPORTATION & PARKING SERVICES**

#### **Buses**

- Campus shuttle will begin the first day of classes.
- We will limit the number of passengers per bus between 12-20. We will make it so that some seats are not available for use to encourage distancing.
- There will be hand sanitizer on each of the buses.
- Between 12-2 pm daily, buses will be wiped down and sanitized.
- At Approximately 2:00pm each of the buses in service will have exposed surfaces wiped down and sanitized.
- Nightly all of the GS buses will be wiped down and a disinfectant spray will be used on each bus.
- First Transit will use a fogger that will disinfect the buses each night.

Significant Changes will occur to the bus routes:

- Routes will run in perimeter areas only. There will only be four stops on campus: Paulson Stadium, Russell Union, Recreation Center and the Nursing Building.
- Drivers will have protective shields from passengers. Drivers will have the option of wearing masks. Passengers will have the option of wearing a mask.

## UNIVERSITY BOOKSTORES

### All Stores

- Encourage adoption of Day1 Access for course materials to be accessed and always available through the LMS.
- Encourage early online ordering of textbooks and supplies at GSUstore.com with shipping available as well as free pick up in store or at Liberty Campus office.
- Adopt and encourage purchase of eBooks online that are digitally delivered so that no pick up of textbook is necessary.
- Determine the maximum occupancy and social distancing standards based on GDCPH guidelines. Designate a “gatekeeper” to keep people from entering the store once acceptable capacity has been reached.
- Place social distancing signs through the store and mark designated spacing for lines and customer being served.
- Mark textbook and other structured aisles as one way only since space doesn’t allow for appropriate social distancing.
- Space register stations and pick up lines to comply with social distancing guidelines.
- Install plexiglass protection at all public help desks and cashier stations to protect customers and employees.
- Place hand sanitizing stations at all public entries/exits.
- Encourage wearing of a face mask by the customers entering the store.
- Special campus event (i.e. Fall Family Weekend, Homecoming, etc.) plans to be developed when information for such events are shared with the Store Director.

### Statesboro Store Only

- Designate two entry points; one to be entrance only and the other to be exit only.
- Place web pick up counter inside of the door closest to the Russell Union (entrance only) to limit traffic into the store for web pickup students.
- Offer curbside pick up with designated parking spaces to minimize traffic into the store (Subject to parking space availability from Parking and Transportation).
- If home football games are to be held with attendees, one or both stadium stores will be open with social distancing required and occupant capacity caps enforced.

## TECH CORNER

- Encourage early online ordering of technology and accessories at gstechcorner.com with shipping available as well as free pick up in store.
- Designate entryway; one as entry only and the other as exit only.
- Encourage wearing of a face mask by the customers entering the store.
- Place social distancing signs through the store and mark designated spacing for lines and customer being served.

- Determine the maximum occupancy and social distancing standards based on GDPH guidelines. Designate a “gatekeeper” to keep people from entering the store once acceptable capacity has been reached.
- Space register stations and pick up lines to comply with social distancing guidelines.
- Install plexiglass protection at all public help desks and cashier stations to protect customers and employees.
- Place hand sanitizing stations at all public entries/exits.

## **STUDENT SUCCESS/STUDENT SUPPORT**

### **Preparation for Online Learning**

With consideration of all contingency plans, it will be essential that students have the technology resources needed to be able to move between face to face instruction and on-line instruction as needed. The following strategies are being considered to better support student success:

- Students need an appropriate laptop, chrome book, desktop computer, smart tv adapter, or other internet capable device.
  - ITS is researching rental and lease option availability for students
  - May be supported by students’ financial aid
- Students need access to reliable internet service.
  - We can provide options for free wifi locations but are not able to provide internet to all students. This is an individual responsibility.

### **Student training/ability to adapt to online learning**

- We are working on integrating online learning into the first-year experience course.
- All sections of FYE 1220 in Fall 2020 will be offered as hybrid (1/2 online, 1/2 face to face) sections and online sections. The goal is to provide students the opportunity, begun in SOAR 1000, to navigate online learning in a low-stakes, supportive environment.
- Students will be provided with best practices for online learners.
  - All new students to GS take our SOAR 1000 course - which is a set of pre-orientation modules in our LMS (FOLIO/D2L). Students learn to navigate the LMS a little over the summer.
  - We’ve also started conversations about creating a MOOC and series of video instructions about how to be successful in the online learning environment. Marketing & Communications and Enrollment Squad are engaged in this conversation, as well.

## **COUNSELING SERVICES**

Counseling Services will follow the guidance available from GDPH, CDC and ACHA.

### **Operations:**

1. Number of full-time counselors: 16 FTE across both main campuses.
2. Number of part-time counselors: 0
3. Current ratio of counselor FTE to spring 2020 student FTE: 1:1,625 (Based on 26,000)

4. Number of counselors who will be able to continue to serve students in their current physical space? 10
5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling) 7 (telemental health services)
6. Needs for alternate physical spaces: None
7. Current number of counselors approved to deliver tele-counseling: 18
8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment:
  - Only a limited number of students will be able to engage in in-person therapy at any given hour due to the space recommendations/limitations.
  - Distance markers will be placed between the front door and the check in desk to maintain spacing for students entering the building.
  - Chairs in the waiting room will be blocked to ensure that there is at least 6 feet of space between those sitting at any given time.
  - Students will be encouraged to wear a mask while in the center, and will be asked to use hand-sanitizer prior to using one of the waiting room intake computers.
  - Therapists will stagger picking their clients up from the waiting room to ensure traffic in the halls is limited.
  - Therapists will schedule their client for a next appointment from the therapy room, to avoid traffic at the front desk.
  - Waiting room chairs, intake computers, and telemental health offices (2) will be sprayed with disinfectant after the start of each hour. Door handles and all hard surfaces will be sprayed with disinfectant spray and wiped down with paper towels after every use. This includes the computer keyboard, mouse, desk, chair, computer monitor, etc. This process is in compliance with recommendations by the CDC and the DPH.
  - The majority of services will remain virtual, including all therapy groups and drop-in workshops.
  - Screening times will be transitioned to same-day, brief appointments only.
  - No walk-in traffic will be allowed, students who feel they must speak to counselor immediately will be connected to telephone crisis counselor

**Clinical Services:**

- In compliance w/the recommendations of the American College Health Association, the majority of mental health services will continue to be offered via telemental health throughout the fall semester.
- In-person sessions (limited due to social distancing & sanitization requirements) will be prioritized for intake sessions, crisis sessions, and for those clients who may not have access to telemental health.
- There will be no walk-in services: students wanting to be seen immediately will be directed to either schedule an appointment, or to speak with the crisis counselor via telephone.
- Two CC offices will be reserved for students who meet the criteria for telemental health, but may not have access to the technology and a private space from which to engage in telemental health.

- All therapy groups and drop-in workshops will continue to be held via telemental health. Additionally, all staff meetings and committee meetings will be held via telemental health.
- All students will continue to have access to our 24/7 crisis counselors.
- Because staff are able to safely self-distance in their individual offices, staff will primarily complete their duties from within the Counseling Center offices.

#### **Outreach Programming/Community Consultations:**

- Outreach Programming/Primary Prevention Education requests will continue to be fulfilled. For faculty & staff, training sessions on topics related to faculty monitoring of students' well-being, the mental health impact of tele-service and/or the COVID-19 health crisis, and managing mental health in a virtual environment will continue to be available via the collaboration between the Counseling Center and the Center for Excellence in Teaching. A schedule of all offerings can be found on both the CEIT website, as well as the Counseling Center's website for Virtual offerings: <https://students.georgiasouthern.edu/counseling/virtual/>.
- All outreach programs can be offered on-site, for small groups in spaces that allow for social distancing, or virtually.

#### **Training:**

- Four Doctoral Candidates have been matched to our site and will begin on August 1. Doctoral interns are permitted to provide remote mental health services, thus their training will not see a disruption. The intern orientation will include training specific to the provision of telemental health services. As long as some level of in-person service is permitted, these trainees will also progress without disruption to their placements. Should we remain 100% remote in service, the academic departments will have to be consulted. At minimum, practicum students would need to obtain training in the provision of telemental health services.

*Note: Additional Student Support Services departments have developed Contingency Plans for providing student support. These departments include:*

- *Career Development*
- *Office of Multicultural Affairs*
- *Sexual Assault Response Team*
- *TRIO/Student Support Services*
- *Student Accessibility Resource Center*

Please see Appendix C.2 for a link to Student Support Services Plan 1 as well as more detailed considerations for the Counseling Center.

## **HEALTH SERVICES**

Health Services will follow the guidance available from GDPH and CDC at that given time. As we have seen already, that can change from day to day, so we will have mechanisms in place that will allow us to implement the guidance available at that time. For more detailed information on Health Services Operations, please see the Mitigation and Monitoring plans.

### **Practices to be implemented for face-to-face health center visits from scheduling to delivery**

**and follow-up appointments:** HSC already has policies and procedures in place for remaining operational, while following the guidance of GDPH and the CDC at every level of a contingency plan. HSC has remained operational throughout the transition to on-line classes, and will continue to do so.

Examination rooms are cleaned by Health Services staff after each patient encounter in a manner consistent with CDC recommendations for healthcare facilities. Additionally, for examination rooms in which a suspected or confirmed COVID-19 patient has been evaluated, following the evaluation the room is closed and not used until an appropriate duration of time has elapsed as determined by the defined air exchange rate for that room (see <https://www.cdc.gov/infectioncontrol/guidelines/environmental/appendix/air.html#tableb1>). Routine cleaning of the Health Services facility is also provided by Facilities custodial staff and is performed in a manner consistent with the CDC guidance.

**Practices to be implemented for telemedicine when needed or appropriate:** Telehealth will remain an option for those appointments for which it is deemed appropriate. Policies and procedures for providing telemedicine are already in place and will continue to be followed.

Assuming this scenario means there is no to only minimal community transmission of COVID with adequate testing/isolation/contact tracing mechanisms in place:

- Wellness/preventive health/health maintenance visits will be allowed, in addition to sick and problem-associated visits.
- All services will be available.
- Depending on GDPH and CDC guidance at the time, we may require an initial telehealth eval for all persons with fever and/or other respiratory symptoms.
- Telehealth will remain an option for visits that lend themselves well to telehealth.
- Until directed otherwise by CDC/GDPH, all patients/faculty/staff/visitors/vendors will be screened for fever and COVID-19 symptoms at the door prior to entry, and all persons entering the facility will be required to wear a face covering while in the facility. Persons who do not have a face covering will be provided a disposable surgical facemask.
- During times of recommended screening, employees with a fever will be sent home.
- To every extent possible, patients presenting to the HSC facility for care with signs/symptoms suggestive of COVID-19 will be separated from patients without those symptoms.
- Contact tracing in response to confirmed cases of COVID-19 will be performed by GDPH contact tracers within the health district of the respective campus, and a point of contact within Health Services will serve as primary liaison to GDPH.

## **STUDENT ORGANIZATIONS**

This section includes aspects of risk planning related to student organization engagement, recruitment, and large group activities. Various other student groups/activities connected to



departments that have larger functions (i.e. Leadership & Community Engagement, Band, Cheerleading, Choral activities) can be referenced in the Appendix C.3.

### **Student Engagement**

- Student orgs meet/engage/connect virtually and encourage outdoor meeting spaces.
- Propose reduction in Williams Center operating hours.
- Install plexiglass at computer workstations & reception desk.
- Identify and communicate the fall schedule of virtual and in-person org. and leadership development opportunities.
- Revamp/relax annual renewal/Wings points requirements based on the number of programs that other departments will offer.
- More content about safe, in-person gathering strategies and virtual meetings via weekly email newsletter to student orgs, campus departments, and community members.
- Org/advisor consultations by appointment only.
- Create social distance floor markers in the student org. center.
- Regarding the art studio, section off floor space, create a reservation process, and reduce occupancy inside space.
- Sanitize student spaces in between uses and remove shared resources from common spaces (i.e: staplers, hole punches, etc).

### **Fundraisers/Recruitment**

- Provide student orgs with creative ways to recruit/fundraise virtually.
- Work with Russell Union and Facilities to identify additional outdoor tabling spaces and reservation procedures.
- Ask orgs to submit short, promotional videos to be housed on the OSA website that promote their club/organization.
- Offer educational sessions on how to host effective virtual interest meetings.
- Multiple, smaller involvement fairs based on org type.
- Host a virtual Boro Browse/Savannah Browse.
- Org/advisor consultations by appointment only.
- More content about safe in-person gathering strategies and virtual meetings via weekly email newsletter to student orgs, campus departments, and community members.
- Encourage participants to wear face coverings to events/programs.
- Stanchions and signage to encourage social distancing.
- Limit number of org representatives permitted per table for the Fall Student Org Fair and spread tables out more or move to a larger outdoor location.

### **Fraternity and Sorority Recruitment**

- Guidance provided by the National Panhellenic Conference and National Interfraternity Conference. All Greek Councils from Statesboro and Savannah (IFC, NPHC, PHA, NPHC) would host Recruitment with social distancing guidelines in place (a hybrid model of virtual and in-person).
- All Councils will provide all chapters guidelines based on CDC and USG recommendations to ensure the safety of all participants in the recruitment process.
- Limited in-person events would consist of smaller gatherings over multiple occasions.
- Face coverings would be encouraged.
- Spaces would be sanitized after each event.

- Bid Day would include as much virtual notification and celebration as possible with remote possibility of small gatherings, multiple occasions.

### **Large Group Activities**

- Advanced ticketing for events/special performers that limit the number of attendees.
- Move events outdoors when weather permits.
- Limit number of org representatives permitted per table for information/vendor fairs (i.e: Fall Student Org Fair & Savannah/Boro Browsers, Club Sports Fairs, Housing Fairs, Career Fairs, Job Fairs, etc).
- Host several, smaller fairs based on org/department/business type.
- Encourage participants to wear face coverings to programs.
- Use stanchions and signage to encourage social distancing.
- Spread activities out more or move to a larger, outdoor location.
- Eliminate activities such as bounce houses, etc. that can not be sanitized between uses.

## **CAMPUS RECREATION**

### **Campus Recreation Centers (RAC-Statesboro, SRC-Savannah)**

#### **General:**

- Access/Entry into the facility will be through 2 of the 4 available eye scanners. Access with an Eagle ID swipe will be strongly discouraged.
- Floor markings, designated 6 ft intervals at each entry point to manage patron lines. If needed, utilize stanchions to accommodate patrons at peak times.
- A plexiglass barrier will be installed at the main entry check in area.
- Lobby seating will be separated and spread out.
- All entry and exit touch points will be wiped down and sanitized on a regular schedule that exceeds the requirement.
- SRC (Savannah) accommodations will vary given the different constraints with the size and design of the facility.
- Non-student memberships equate to roughly 25% of all memberships. A day pass can be purchased if a customer is coming to the facility with a current member. We do not plan on discontinuing these memberships at this time; however, all members and visitors will have to abide by all new protocols and posted social distancing expectations.
- Facilities are available for rental on a limited basis. All rentals will adhere to the new protocols and social distancing expectations. Rental occupancy not to exceed the maximum number allowed by the CDC, GPH, and the Governor's most recent Executive Orders.
- The recreation facilities have water bottle filling stations and will be the main source of water for patrons. Traditional water fountains will be made inoperable in order to eliminate a high touch area.

**Hours of Operation:** Reduce normal operating hours to accommodate cleaning and sanitization of the facility.

**Staffing Levels:** 1-2 additional frontline hourly staff would be required for cleaning and sanitizing equipment, high touch points, and surfaces. Additional front line staff may be needed during peak times and special events for monitoring social distancing requirements.

**Occupancy Changes:** Occupancy limits implemented in every facility space to appropriately manage social distancing requirements. (i.e Aquatic Center, Fitness Center, Courts, Group Fitness Rooms, and Multi-purpose Spaces). As determined by the CDC and GDPH, the occupancy limits will be posted for each functional area. Key areas of the facility, with higher volumes, will have an employee stationed at the entrance to monitor and enforce the occupancy limits. For lesser used areas, roving employees will periodically monitor and enforce the occupancy limits. Occupancy not to exceed the maximum number allowed by the CDC, GDPH, and the Governor's most recent Executive Order.

**Sanitation Practices:** GDPH and CDC guidelines will be followed for all high touch points and surfaces. Special attention and procedures will be implemented for all shared equipment. (i.e. cleaned and sanitized after every use). A detailed protocol to address high traffic areas and touch points is currently being established along with the Office of Facilities Services and will be provided to all professional and student workers as well as posted around the facilities. The plan will be in place by late June and reevaluated upon reopening in July.

**Locker rooms:**

- Locker rooms will be fully functional, but limited to 6 individuals or less depending on the specific locker room.
- The room would be clearly marked off to denote a usable dressing space. Cleaning and sanitization will follow GDPH and CDC guidelines as a high touch space.
- A system will be implemented to denote the individual showers as clean or used. Patrons will be asked to mark the shower as used when the patron is finished.

**Group Fitness:**

- Group Fitness class participants adjusted in accordance with specific room occupancy limit or reduced.
- All equipment used will be sanitized after each class.
- Class instructor will monitor social distancing.

**Southern Adventures:**

- Equipment rental will operate as normal with cleaning and sanitization after every use.
- The Adventure Trip program will be suspended.
- The challenge course program will operate, but only activities that can comply with social distancing expectations will be utilized.

**Courts:**

- All courts will be restricted to activities that comply with social distancing expectations and space occupancy limits.
- Traditional team games would not be allowed.

**Fitness Center (weights, cardio):**

- The Fitness Center air flow is designed to turnover at a higher rate in an effort to manage odors typically found in this area. This will aid in creating a safe environment for airborne germs. To achieve social distancing expectations, a multi-faceted approach will be put in place that includes some combination of the following:

- Occupancy limit in each of the three designated fitness center spaces, equipment spacing, and/or policy that prohibits use of a piece of equipment if the piece next to it is already in use.
- Cleaning & Sanitization: It is already required for patrons to have and use a towel while in the Fitness Center to reduce sweat transmission to padded areas of equipment. A disposable product called "Gym Wipes" is used to clean exercise equipment. This is placed throughout the fitness center and patrons are already familiar with the process. Signage will be displayed to remind patrons to wipe down all equipment after use. Staff stationed in these areas will wipe down equipment and high touch areas every 2 hours.

#### **Aquatic Center:**

- Designate occupancy limits in the 4 bodies of water making up the Aquatic Center (indoor pool, outdoor pool, 2 hot tubs), which also includes the sauna.
- Occupancy limits will be adjusted to comply with current social distancing guidelines.
- Structured/scheduled groups that traditionally utilize this space will be evaluated to see use remains possible. (i.e. athletic team practice, club team practice, group fitness class, or academic class).

#### **Shooting Sports Education Center (SSEC):**

- Introduce occupancy limits appropriate to achieve social distancing guidelines.
- Unknown at this point if close contact instruction typically found with the shooting sports program will be able to occur.
- Both the Firing Range and Archery Center will utilize every other shooting point to achieve social distancing guidelines.
- The Archery Center has 2 entrances which will allow for a designated entry and exit route during this period.
- Floor markings, designating 6 ft. intervals will be placed at each entry point to manage any line that may occur. It may be necessary to utilize stanchions to create a queue line that will accommodate a larger number of patrons entering at peak times.
- A plexiglass barrier will be installed at the main entry check in area.
- Lobby seating will be separated and spread out.
- All entry and exit touch points will be wiped down and sanitized on a regular schedule that exceeds the requirement.
- The airlock entry to the firing range has a negative air pressure environment, which is designed to keep the lead moving down range away from shooters. The air turnover rate in the range is greater than any other space on campus.

#### **Golf Course:**

- The Golf Course will follow prescribed industry guidance from the PGA of America, Georgia State Golf Association, and the Golf Course Superintendents Association. The industry leaders have worked closely with state and national leadership in writing guidelines and receiving approval through the various time periods of the pandemic. This industry had limited closure during the initial onset of the virus and has very prescriptive guidance.

#### **Intramural Sports:**

- Sport offerings in the Fall would consist of activities that comply with social distancing guidelines.

- Indoor activities would comply with recreation facility guidelines, policies, and procedures.
- Traditional team sports that are part of the Fall intramural program (flag football, indoor soccer, and volleyball) would not be offered.

#### **Club Sports:**

- Each club sport will be evaluated according to their ability to comply with social distancing expectations. Key components for consideration are: If the activity is indoors or outdoors, type and amount of equipment utilized in the activity, and whether or not the activity is a team activity (competitive) or individual/ dual activity.
- Indoor activities would comply with recreation facility guidelines, policies, and procedures. If the club sport can not comply with appropriate guidelines for the main activity, the club would be restricted only to such activity that can comply with required guidelines.

### **CO-CURRICULAR REQUIREMENTS**

Engage with programs to determine rules of engagement and outcomes for experiential/high-touch courses (practica, internships, etc.).

- All internships, co-ops, practica, field placements, and field work requirements should incorporate guidance from state agencies, accrediting bodies, certifying agencies, etc.
- Internship programs should engage more fully with the Office of Career and Professional Development to identify flexible/hybrid internship opportunities.

### **STUDENT UNIONS & OTHER COMMUNITY GATHERINGS**

#### **Student Union**

- Facility Operations:
  - Plexiglass installed at the information desk, all common items offered will be wiped down after each use.
  - Student employees will be encouraged to wear a mask during their shift.
  - Recommendations from the CDC and institution will be on display throughout the building, including bathrooms, entrances, and lounge/common areas.
  - Reduced hours to allow for cleaning of building/facility.
  - Various furniture will be moved or taken offline to encourage social distancing.
  - Building stairwells used one way, from 2nd floor to 1st floor.
  - Grand staircase used one way, from 1st floor to 2nd floor.
  - Direction signs will be posted to indicate traffic flow.
  - Social distance signage in all bathrooms.
  - All surfaces generally touched by individuals during basic operation should be wiped down before and after each event (event spaces), and throughout the day (open spaces).
  - Possible incorporation of sanitizing stations throughout the building.
- Event Operations:
  - Social distancing room occupancies will be updated on all platforms for reservations information and requests.

- Outside groups will be approved to use facilities, as long as all CDC guidelines are followed to ensure the personal safety of the employees and the guests.
- Clients will be informed their event may be canceled or modified with short notice per CDC guidelines.
- All surfaces generally touched by individuals during basic operation should be wiped down before and after each event (event spaces), and throughout the day (open spaces) through Facilities with assistance of Union student staff.
- Vehicle Fleet: Van fleet requests will be approved for same day return only.
- Computer Labs:
  - 8 computers made available on each floor, which ensures 6 ft. distance between users.
  - Sanitation station and wipes will be at the entry of the lab and printing station.

### **Conferences**

- Allow outside groups to use facilities as long as all guidelines/restrictions are followed to ensure the personal safety of the employees and the guests.
- Clients will be informed their event may be canceled or modified with short notice per GDSH and CDC guidelines.
- Clients will be asked to sign a contract addendum or facility use expectations agreement that indicates they agree to comply with all restrictions in place at the time of their event.
- Clients will be expected to provide all needed PPEs for attendees.
- All surfaces generally touched by individuals during basic operation should be wiped down before and after each event (event spaces), and throughout the day (open spaces), if possible.
- No self-service/buffet meals will be allowed for events.
- Meals must either be boxed or served by catering staff.
- Possible incorporation of sanitizing stations throughout the building.
- Request use of Facilities custodial to assist in cleaning event space after each event.

### **Homecoming/Family Weekend/Welcome Weeks**

- Homecoming:
  - Shorten programming week (from 5 days to 2-3 days).
  - Identify ways to keep larger, traditional events and relocate to outdoor venue(s).
  - Parade route to travel from downtown.
  - Offer engaging virtual or smaller in-person events that can be offered multiple times. Involve residence hall competitions.
  - Encourage participants to wear face coverings to programs.
  - Stanchions & signage placed to encourage social distancing.
- Family Weekend: Move to the Spring semester or postpone to a later date.
- Welcome Weeks:
  - Shorten the week(s) from 5-10 days to 3-5 days.
  - Identify ways to keep larger, traditional events & offer multiple, smaller programs with reduced crowd sizes as recommended per venue.
  - Work with Admissions and IT to offer virtual campus tours/"Find my classes."
  - Invite campus communities to offer college/dept specific open houses to break up crowds/get students connected to academic college because of virtual SOAR.

- Work with IT to update & create an interactive website to highlight FAQs, campus resources, and in-person/virtual events.
- More focus on signage/welcome messages to direct students to visit Welcome Week website.
- Encourage participants to wear face coverings to programs.
- Stanchions and signage placed at events to encourage social distancing.

## **Enrollment Management**

### **What markers/indicators will you be monitoring to gauge outcomes?**

The markers/indicators we will monitor are the normal key performance indicators for enrollment and the leading indicators of enrollment. At a minimum we will monitor the following indicators:

- Inquiry volumes for all new student populations
- Applications, Acceptances, Cancellations, and Incompletes for all new student populations
- SOAR (Orientation) Registrations for all new student populations
- Housing applications for all new and continuing student populations
- FAFSA/ISIR submissions for all new and continuing student populations
- Registration activity for all new and continuing student populations
- Add/Drop/Withdrawal activity for all students populations
- Drop for non-payment for all student populations
- Advising appointments and registration activity for all student populations (for the next term).

### **What initial outcomes will you benchmark?**

All of the markers/indicators are already benchmarked and part of our discussions about enrollment outcomes. Because of the COVID-19 adjustments, there are many assumptions from previous trends that do not hold, and personnel are drawing new assumptions and benchmarks that will guide further discussions. Additionally, since all institutions are dealing with the same changes in assumptions and student behaviors, we are also relying on our System partner institutions as well as many national vendors/sources for contemporary information to help guide our assumptions.

## **RECRUITMENT STRATEGIES**

### **Undergraduate Admissions:**

- Continue existing and consider new virtual efforts, including the use of engaging platforms, video content, social media, online information sessions, regularly updated campus tour videos, online chat, virtual counselor meetings/scheduling, live Q&A sessions with student ambassadors and counselors, etc.
- Ensure continued focus on Dual Enrollment recruitment, building up enrollment considering recent down-time for high schools and online environment at Georgia Southern. Include regular meetings with partner high school counselors to reassure them of plans and opportunities.

- Off-Campus Recruitment
  - Reinstate off-campus Eagle Previews with adjustments to dates, quantity, location, programing based on social distancing measures.
  - Travel in-state and out-of-state for recruitment visits to high schools, colleges, college fairs will resume based on Georgia Department of Health guidelines and availability of participation based on offered programming. Includes recruitment for dual enrollment, freshmen, transfer and other students.
- On-Campus Recruitment
  - Resume daily information sessions as soon as possible with smaller caps on daily campus visits to socially distance in presentation rooms
  - Resume daily campus tours as soon as possible with more times to accommodate volume while adhering to social distancing measures. Evaluate entire tour route to determine proper social distancing guidelines. Limit of one to two families per tour guide.
  - Offer self-guided tours that utilize mobile technology to distribute information about each tour stop (similar to museum experience). Option provided by StudentBridge.
  - Reinstate on-campus Eagle Previews and other special events with adjustments to dates, quantity, location, programing based on social distancing measures.
  - Resume LEAD and scholarship interview programs with adjustments to dates, quantity, location, and programming based on social distancing measures.

#### **Jack N. Averitt College of Graduate Studies:**

- Utilize recruitment best practices to offset anticipated disruption in fall recruitment and travel. For example, program directors travel to conferences as part of recruitment and at this time several program directors and faculty have indicated that fall conferences are being pushed back and some moved to virtual format.
- Work with program directors to learn if virtual recruitment will be an option. COGS will provide program directors with training on other recruitment activities and host open sessions to discuss other activities programs might utilize.
- Work with University Communications and Marketing to capitalize on resources we can maintain and control (i.e. updating websites, increasing social media, working with EAB Enrollment Services, implementing personalized communication with prospective students).
- Capitalize on the use of social media platforms with help from University Communications & Marketing.

#### **International Student Admissions & Programs:**

- Continue virtual recruitment strategies to include virtual high school presentations (live when possible), virtual meetings with international prospects and families, videos targeting international students, screencast how-to videos, a virtual visit page on the website and virtual Q & A sessions.
- Create an online newsletter to high school counselors to provide updates.
- Increase usage of social media to share the international GS story.

#### **Financial Aid & Support/Payment:**

- Office of Financial Aid



- o Evaluate and distribute available merit aid and need aid to recruit and yield late Fall 2020 admits, not in the early pipeline for initial awards, focusing on students/families in financial distress.
- o In-person appointments will be modified/limited for social distancing measures around the number of people in the offices and waiting areas. Utilize virtual appointments and limited face-to-face appointments managed using Qless.
- o Participate in virtual recruitment sessions, in addition to modified in-person events as available, in cooperation with Undergraduate Admissions and local high schools.
- o Offer virtual FAFSA support/sessions to local high schools.
- o Offer virtual Q & A events through Zoom or other technologies for students and families.
- o Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
- o Prepare for a greater number of professional judgement requests due to the large number of households being affected by loss of income. Use the existing process in CampusLogic for requests with a dedicated counselor who reviews them.
- o Note: The financial aid processes can all be completed fully online so access for students/families should not be impaired.
- Office of the Bursar
  - o Market the availability of contactless payments as the preferred method.
  - o Implement live chat with Enrollment Services (June 2020).
  - o Hold virtual presentations for SOAR (orientation) (ongoing through summer 2020).
  - o Create and post instructional videos for payment information on the website.
  - o Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
  - o Hosting “Ask the Bursar’s Office” virtual Q & A events using Zoom and other technologies.
  - o Prepare for higher need of payment options, reviewing information provided to students on Nelnet with potential use of virtual Q&A sessions.

## **ADMISSIONS OPERATIONS STRATEGIES**

### **Undergraduate Admissions:**

- Admission operations and processing will operate in full capacity on campus with some alternate work day/hours for employees who share a cubicle workspace to insure social distancing requirements.
- Will resume collecting documents in person while continuing to utilize document lock boxes and digital submissions.
- Allow greater flexibility for documents and requirements, as allowed by policy, on a case by case basis.
- Enhance technology options (e.g. virtual alternatives, including online chat and virtual counselor meetings) for serving students at all phases of the processing continuum.

### **Jack N. Averitt College of Graduate Studies:**

- Admission operations and processing will operate in full capacity on campus. Flex schedules will be considered where appropriate.
- Evaluate any waivers to admission requirements collaboratively with program directors as needed due to impacts of COVID-19 (testing, transcript availability, etc.).

#### **International Student Admissions & Programs:**

- Process applications and documents from campus or remotely, if needed for social distancing.
- Allow greater flexibility for documents on a case by case basis depending on the country.

### **ORIENTATION & WELCOME WEEK STRATEGIES**

#### **Undergraduate Admissions:**

- Hold fully virtual sessions between May and August 2020, focusing on flexibility and multi-modal information sharing for students and families. See [GeorgiaSouthern.edu/VirtualSOAR](https://GeorgiaSouthern.edu/VirtualSOAR).
- Collaborate with Academic Affairs, Student Affairs, and Auxiliary Affairs for move-in weekend and welcome week programming to hold social, community gatherings and programming for new students to offset programming lost due to a virtual orientation setting. Programming will be modified, canceled, moved virtual to meet required measures regarding gatherings, social distancing.
- Pilot the new online orientation software with Advantage Design (currently being implemented) for fall minimester II SOAR (Orientation) in October.
- Plan Spring 2021 new student orientation sessions slated for December 2020 and January 2021 using social distancing guidelines in place at the time. Use of the new online orientation software with Advantage Design (currently being implemented) can reduce face-to-face programming.

#### **Jack N. Averitt College of Graduate Studies:**

- Continue online orientation for new graduate students (normal process).

#### **International Student Admissions & Programs:**

- Offer a hybrid orientation that includes some online content and some face-to-face programming (currently set for August 11-14), making allowance for social distancing. Utilize resources from [GeorgiaSouthern.edu/VirtualSOAR](https://GeorgiaSouthern.edu/VirtualSOAR).
- Modify pre-orientation welcome events and move-in to accommodate social distancing.

#### **Collaborative Programming, Student Affairs and Academic Affairs:**

- Develop cross-divisional collaborations with Academic Affairs, Student Affairs, and Auxiliary Affairs to ensure well-rounded orientation and transition programming for new summer, fall 2020 students and beyond to include virtual information sessions, move-in weekend programming, and Weeks of Welcome programming, ensuring that missing pieces of a typical orientation program are transitioned to other venues.
- Promote cross-divisional programming like Convocation and Conversations with Professors (in whatever format it is held) as part of the orientation and transition process to new summer, fall 2020 students.

#### **Financial Aid & Support/Payment:**

- Extend dates and times for individual, socially-distanced and virtual Financial Aid and Bursar meetings to align with planned extended move-in week schedule.
- Provide instructional videos to Virtual SOAR website.
- Hold virtual presentations and Q&As for SOAR (orientation) (ongoing through summer 2020).
- Market preferred contactless payment options to new students and families.

## **CO-CURRICULAR RETENTION STRATEGIES**

### **Registration & Academic Advising:**

- Implement online live chat and MyHelp ticketing with Enrollment Services to allow distanced support.
- Continue to develop strategies for registration assistance (ex. virtual scheduler) to remove student scheduling barriers and to allow for distance support for registration.
- Use MyGeorgiaSouthern injection pages for unregistered students with follow-up from academic advisors, academic programs, and campus partners.
- Provide clear Institutional messaging about registration periods and the importance of registering early.
- Offer flex scheduling to academic advisors (in addition to staggered telework and in-office work) to allow for weekend/evening work hours to accommodate changing student needs and minimize the number of individuals working in close proximity.
- Allow flexibility for students to see someone other than their assigned advisor to decrease wait times and accommodate for potentially immunocompromised staff.
- Register new students signed up for virtual SOAR starting May 4 throughout the summer, sharing schedules via email and through the EAB Guide app.
- Continue summer and fall registration pushes (currently active) via advisors reaching out through text, email, and social media, with fall registration communications through the add/drop period for the Fall 2020 semester.
- Target (using academic advisors, the Office of the Provost staff, and Enrollment Services staff) students who were successful in the spring 2020, but are not registered for fall 2020
- Investigate pushing back Spring 2021 registration to provide extra time that would allow for staggered advisement appointments and sanitation of work spaces between advisement appointments.
- Stagger advisement times for face-to-face appointments to minimize students in waiting areas; potential to limit waiting room usage by calling/texting students who have checked in to notify them to return to the office for their appointment. Note: this will slow appointments down and limit availability as there may be no place nearby for them to socially distance and wait for their appointment (especially depending on weather concerns).
- Identify a digital check in process that allows students to check in without touching kiosks/computers, especially in areas without front desk staff.
- Add additional time between face-to-face appointments to sanitize office spaces and waiting areas.
- Identify technology to assist with registration in ways that allow for regular and easy cleaning, addressing concerns over high volume of students on computer lab stations/library computers during registration.

- Ensure continued focus on Dual Enrollment advisement and enrollment to build up enrollment considering recent down-time for high schools and online environment at Georgia Southern, integrating students back into the classrooms on campus.
- Hold “Meet Your College/Meet Your Major” meetings during the early fall term to provide student engagement within their academic college/focus area. Cap at small numbers and/or record and make them available virtually.

### **Financial Aid & Support/Payment:**

- Office of Financial Aid
  - o In-person appointments will be modified/limited for social distancing measures around the number of people in the offices and waiting areas. Utilize virtual appointments and limited or no face to face appointments managed using Qless.
  - o Offer virtual Q & A events through Zoom or other technologies for students and families- including some offered in the evening or on weekends
  - o Offer small literacy events and virtual programming to accommodate for social distancing guidelines.
  - o Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
  - o Prepare for a greater number of professional judgement requests due to the large number of households being affected by loss of income. Use the existing process in CampusLogic for requests with a dedicated counselor who reviews them.
  - o Evaluate and distribute available need-based aid for students/families in financial distress.
  - o Note: The financial aid processes can all be completed fully online so access for students/families should not be impaired.
- Office of the Bursar
  - o Market the availability of contactless payments as the preferred method.
  - o Implement live chat with Enrollment Services (June 2020).
  - o Create and post instructional videos for payment information on the website.
  - o Hosting “Ask the Bursar’s Office” virtual Q & A events using Zoom and other technologies.
  - o Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
  - o Prepare for higher need of payment options, reviewing information provided to students on Nelnet with potential use of virtual Q&A sessions.
  - o Develop additional information on Eagle Payment Option, including videos, for anticipated increase in offers.

### **Additional Co-Curricular Partners & Strategy:**

- Develop cross-divisional collaborations with Academic Affairs, Student Affairs, and Auxiliary Affairs to ensure well-rounded programming for students to engage and build community.
- Build sustainable former student recruitment and enrollment strategies to capitalize on students with a previous Georgia Southern connection and their return.
- Ensure cross-divisional partnerships in outreach and care teams to encourage continuous enrollment from spring, summer 2020 students to fall 2020.

## **ADDITIONAL ENROLLMENT MANAGEMENT RELATED DEPARTMENTS**

### **All Departments:**

- Would return to normal level of services and operations, but would adjust to social distancing guidelines through flex scheduling and staggered telework to minimize the number of individuals working in close proximity (shared spaces and cubicles).
- Utilize hand sanitizing stations and possibly personal protective equipment (masks, plexiglass barriers, etc.) per guidelines by the Workplace Safety group.

### **Financial Aid:**

- Prepare for FAFSA delays due to tax extensions and trickle-down implications of processing timelines.
- Prepare for higher volume of SAP appeals due to spring/summer online learning environment.

### **Institutional Research:**

- Majority of operations can be performed remotely, and minimal constituents are served in face-to-face format, therefore social distancing measures have small impact on operations.

### **University Communications and Marketing:**

- Abide by social distancing/other standard public health measures for work requiring interaction with faculty, staff, or students (e.g. video shooting).

### **International Student Admissions & Programs:**

- Programming for international students will be limited due to social distancing. Virtual international conversation hours and one/one pairings of international and American students will be offered.

### **Registrar:**

- Collect documents in-person while continuing to utilize online intake methods.
- Continue normal services that rely heavily on online student self-service.

### **Military & Veteran Services:**

- Train staff on functionality of Zoom and other virtual platforms for remote meetings and recruitment and community engagement opportunities.
- Increase proficiency and utilization of virtual staff appointments throughout the summer and fall to meet student needs, supplementing and increasing access due to limited or socially distanced face-to-face availability.
- Implement new VA processing procedures that were put into place through December 21, 2020, certifying students through fall 2020 term.

### **Enrollment Services:**

- Manage and respond to MyHelp tickets and student inquiries for timely response, assisting departments that implemented during summer 2020.
- Prepare for and implement a mid-September 2020 opening of the face-to-face Enrollment Services center (as previously planned for spring 2020) on the Armstrong Campus and university-wide Enrollment Services call center.

- Utilize virtual appointments and limited face-to-face appointments managed using Qless or other software to manage student lines and increase social distancing in the Victor Hall lobby.

## **Athletics**

Eagle Athletics sponsors 17 NCAA Division 1 varsity athletics programs, 15 of which compete in the Sun Belt Conference. Rifle competes in the Southern Conference, and women's swimming and diving competes in the Coastal Collegiate Sports Association (CCSA). Nearly 400 student-athletes compete in 11 women's sports and six men's sports while representing the University, and the department employs over 100 coaches and staff members to help accomplish its mission of "Rings, Diplomas, & Leaders."

The following contingency plans for the fall 2020 athletics season include our current assessment of considerations to ensure the health and safety of students and staff from coronavirus and COVID-19. It assumes that there is widespread availability of coronavirus/COVID-19 tests. If testing is not widely available, then contingency plans will be revised accordingly.

## **FINANCIAL IMPLICATIONS**

CDC/GDPH guidelines will be adhered to in Contingency plan 1. Georgia Southern will responsibly work towards accommodating all constituent groups at its athletic events with social distancing requirements being taken into account.

A significant portion of Georgia Southern Athletics revenue is attributable to home football game-related activities. A large component of this revenue is related to ticket sales and annual fund contributions associated with tickets. A reduction in the number of fans that are permitted to attend our ticketed events (due to social distancing measures) will have a negative fiscal impact. Any lost revenue would need to be offset by additional budget reductions, added expenditure controls, and potential E&G support.

Currently, Georgia Southern has two contractual non-conference games slated for the 2020 season. Contracts for these games include a financial payment to the visiting institution. If both games are cancelled due to COVID-19, it would result in a net loss of \$1,125,000.

Georgia Southern Athletics is planning for the realization of additional operating costs due to COVID-19. A large expenditure item that we will now incur will be related to COVID-19 testing of student athletes, staff, and coaches. It is anticipated that recurring testing could begin in mid-August and proceed throughout the competitive seasons of our 17 intercollegiate sports. Additionally, safety equipment (PPE) and supplies purchased to disinfect sports facilities on a frequent basis will result in added costs.

The NCAA Division I Council voted on May 20 to waive the minimum attendance requirements for schools in the Football Bowl Subdivision (FBS). Per NCAA bylaws, FBS teams must average at least 15,000 in actual or paid attendance for all home football contests over a rolling two-year period. If social distancing measures negatively impact attendance, this two-year waiver affords FBS institutions the ability to make decisions regarding fan attendance without taking into account attendance minimums.

## INITIAL RETURN OF ATHLETES TO CAMPUS

The NCAA Football Oversight Committee has suggested a six-week period before programs return to play/competition Appendix C.4. This six-week plan was developed to ensure that student-athletes are properly reintroduced to campus and trained according to the Inter Association Guidelines for Preventing Catastrophic Deaths in Collegiate Athletics (Appendix 3a). The Sun Belt Conference developed a COVID-19 Advisory Panel to ensure that minimal guidelines are set forth for each institution to assist them in their protocols and policies as they are devised by each institution Appendix C.5.

On May 20 the NCAA approved legislation that provides football and basketball student-athletes the ability to return to campus for voluntary workouts beginning June 1. In regard to competition dates, no guidance has been released if start dates for competitions are delayed. As a result, we are working on a timeline for all sports starting on their normal schedule for 2020-21 competition seasons. A minimum of six weeks is adequate for student-athletes to return-to-play. Reference Appendix 1 for a plan for football student-athletes to return to campus for voluntary workouts in June. Appendix 2 details a six-week return-to-play protocol for football. This six-week plan will also be utilized and implemented with all of the other sports as they are approved for a return-to-play. The Sun Belt COVID-19 Advisory Panel supports the recommendations denoted by the NCAA in its document “Core Principles of Resocialization of Collegiate Sport” Appendix C.6.

Our recommendation would be for our student-athletes to arrive in time to complete a 14-day home isolation period prior to their respective sports’ report date. This 14-day isolation provides a window of time in which a recently infected person or a recent exposure situation to a recently infected person may develop symptoms and proper identification can be detected. Introducing home isolation reduces the spread of the virus. Proper education would need to take place to ensure they all understand what home isolation entails and encompasses Appendix D.

If campus does not allow students back on campus, our athletes are **student-athletes** first and we will be implementing what USG and the University approve. If institutions are forced to resume classes fully online (based on an environmental reaction to COVID -19), intercollegiate athletic programs have to determine if they can resume activities based on these circumstances. Several of these circumstances will be based on an institution's ability to provide certain services like dining, access to the student health center, and medical care.

There are several plans underway that address these scenarios, and additional guidance from USG, campus, and the NCAA will be taken into account.

## **PRACTICE AND MEETING SCENARIOS**

CDC guidelines for higher education dining services during this time recommend grab-and-go options for meals. It also states that if a cafeteria or group dining room is typically used, served meals would be more beneficial than a buffet type or self-serve type of situations to avoid sharing of any utensils or touching surfaces others have touched. A grab-and-go type meal would be best. The food could be picked up from dining services, taken to an athletic building, and served in a to-go plate for student-athletes. Those serving will wear masks and gloves and will be assigned one serving station per individual and abide by social distancing guidelines.

Most student-athletes are off campus; however, we do have freshmen classes that are housed on campus with a small number of returning student-athletes. According to the CDC, residence halls are at highest risk when open to full capacity. Ideally, we do not want student-athletes sharing a bathroom, however, we will defer to University and USG guidelines in regards to how dorms are addressed.

There are protocols in place for student-athletes that develop symptoms on-and-off campus, in-and-out of athletic facilities, and how they will be cared for during these scenarios. COVID-19 screening can be administered in person (for those in athletic facilities at time of onset of symptoms) or online via a Google form (for those not in athletic facilities but on campus or at home at the time of onset of symptoms). These protocols are in line with policies within the University Student-Health Center (as well as all guidelines recommended by the CDC). Approval has been given by both our Team Physician and the Chief Medical Officer at the Student Health Center. Please refer to Appendix E.1.

All cleaning protocols are consistent with recommendations from the CDC on cleaning and disinfecting. Cleaning protocols have been implemented for weight room usage before, during, between, and after as well as the adjacent equipment rooms. Cleaning protocols for athletic training rooms are also consistent with OSHA guidelines. Reference Appendix E.2.

Education via Zoom meetings will take place with all student-athletes and coaches prior to their respective sport report date. This education will be in meeting format utilizing Google slides to educate them on COVID-19, symptoms to be aware of, hand hygiene, face coverings, social distancing and what home isolation entails, new policies on cleaning after weights, entering buildings, appointment times, and specific entrances to athletic facilities. Pamphlets will be placed in locker rooms, weight rooms, athletic training rooms, athletic venues' entrances/exits, bathroom stalls, and bathroom doors. Reference Appendix D.

Non-practice team meetings may take place remotely or in person, provided that current social distancing guidelines can be followed for in-person gatherings.



CDC recommendations for higher education do not require that testing for students is needed due to numbers/cost if they are asymptomatic. It is our plan that PCR testing will be administered weekly for all in-season student-athletes 48 hours prior to departure or game time. Testing during the week outside of this timeframe for asymptomatic individuals has not yet been decided due to the financial costs of the tests. Testing for symptomatic individuals will be administered as a physician deems appropriate. We are also planning on testing essential game day staff within athletics, coaches, and student-athletes. We are currently working with the student health services to decide the best methodology of administering the tests weekly for coaches, support staff and student-athletes. After testing has been administered, strict social distancing from testing to game day will be encouraged for all coaches, staff and players. Reference Appendix 13 details for football game week protocols.

## **COMPETITION ACTIVITIES WITH OR WITHOUT SPECTATORS**

Adherence to all health guidelines provided by government agencies (CDC/DPH) will be identified and implemented to protect constituents that attend all home events. As new guidelines, information, and strategies become available we will modify our advice accordingly. Appendix 11 is a screening questionnaire that will be used within venues for individuals who exhibit signs/symptoms of COVID-19. A full list of guidelines for student-athletes, coaches, and staff can be found in Appendix C.5.

Athletic Department staff, security staff (EPI), University Police, and other designated parties will assist with both the messaging and enforcement of changes in our gameday policy. It will be imperative that proactive messaging is disseminated prior to the first home game in order to educate all attendees of these policy changes.

Social distancing guidelines will be enforced and plans for the Eagle Walk will be adjusted. The distance between fans and student-athletes will be increased as no physical touching will be allowed. Additional safety measures will be considered as well. Student-athletes will wear masks during Eagle Walk if activity is deemed safe to continue practice.

All working areas within Paulson Stadium will need to comply with appropriate health guidelines (i.e. social distancing). On-field access for non-essential personnel will not be allowed. Additionally, we are exploring the potential use of Zoom technology in place of post game in-person/on-the-field interviews. A review of the number of tickets sold in these areas will be part of an overall assessment as well. If social distancing restrictions are in place, then potential adjustments in staffing/bus schedules will be examined. Further, the in-stadium concessionaire is looking into several options (i.e. mobile ordering, credit card only payments, germ shields, etc.) that will better serve our patrons with social distancing efforts.

## **TRAVEL ARRANGEMENTS**

All 17 intercollegiate sports at Georgia Southern incorporate competitions away from Statesboro throughout their respective competitive seasons. Due to COVID-19, team and individual travel plans have changed significantly. The Sun Belt Conference has modified schedules to remain

more localized for cost-saving efforts. Several trips associated with competition requiring air travel have been cancelled.

Football currently has a few charter trips scheduled for this upcoming fall. Dialogue with current charter operator will ensure that strict cleaning protocols between charter flights are adhered to. Coaches/staff/players utilizing these chartered flights will be required to wear a mask, and have access to hand sanitizer. Social distancing will be strongly encouraged on these flights. Additionally, further dialogue will take place with commercial bus and rental car companies to ensure strict cleaning protocols are implemented. Commercial bus and/or rental car travel will follow the same guidelines as it relates to social distancing and face coverings.

# **CONTINGENCY PLAN 2**

## **FALL CLASSES BEGIN FULLY ONLINE**



## Workplace & Health Safety

In the event that the University opens with fully online courses, but maintains selected in-person functions (such as housing, dining, or other services), provisions described below will apply.

### STAFF

University Policy #2196 “Flex Place” and University Policy #2195 “Flexible Work Arrangements,” along with accompanying forms, will be reviewed and updated to provide for a more robust remote work environment.

Employees in “Eligible Positions” may work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. To qualify, the employee must have completed his/her provisional period and have no active formal disciplinary actions on file for the current or immediately preceding review period. “Eligible Positions” are those having measurable quantitative or qualitative results-oriented standards of performance that may be performed during a work period that may vary from the core work hours established for a department. All arrangements must conform to the requirements of University Policy #2196 “Flex Place,” and must include completed accompanying forms (See Appendix E.3). The eligibility of a position for a flex place arrangement may change depending on circumstances.

Supervisors who choose to consider a flex place arrangement for employees shall be responsible for the following:

1. Establishing expectations for and monitoring of employee performance;
2. Identifying eligible positions suitable;
3. Identifying eligible employees (see “Employee Participation”);
4. Determining if office-like space is required;
5. Determining if equipment will be provided to the employee to use at home (see “Equipment and Supplies”);
6. Establishing how the flex place employee will maintain regular contact with office coworkers and supervisors;
7. Determining how the department will handle restricted access materials, security issues, and taking electronic or paper records from the primary work place (see “Security and Access to Information”);
8. Ensuring that practices are consistent and compliant with state, Board of Regents, and institutional policy and state and federal law in the use of technology;
9. Delivering flex place training to employees;
10. Ensuring that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy;
11. Ensuring that each employee’s request is considered in relation to the department’s operating and customer needs;
12. Requiring a Flexible Work Arrangement Request form to be completed.

Office supplies (e.g. pens, paper, etc.) are provided by the department and should be obtained during the employee’s in-office work period. The employee is expected to use his or her own furniture, telephone lines, and other equipment. Any use of private facilities of the employee will

be at the employee's discretion and not at the expense of the University. This applies to all physical improvements and conveniences as well as services (such as internet access).

In no situation should University -owned equipment be installed in an employee's home. The department, however, may give written permission for certain equipment, such as computers, to be checked out and used at the alternative worksite. As each department's equipment is the property of the State, each department must retain the responsibility for the inventory and maintenance of State-owned property following State laws and procedures.

Essential employees in the following departments will be required to remain on campus and should remain on campus and practice social distancing, whenever student residence life is operational:

1. Parking & Transportation
2. Eagle Dining Services
3. Dean of Students
4. Health Services
5. University Housing
6. Counseling Center
7. Athletics
8. UPD
9. Facilities
10. Information Technology

In the weeks leading up to the beginning of the semester, essential personnel will continue to report to work. In addition, Deans, Department Heads and Directors, Research and lab staff, and athletic coaches and trainers for fall teams will return to campus. A proportional number of critical support staff will return to campus to provide support services as determined by the appropriate Department Head and Vice President/Dean.

At the beginning of the semester, remaining Administrative, Academic, Housing staff (e.g., RAs), and Support Department and Unit level staff return, along with faculty who are not approved to continue working remotely.

Athletic coaching staff will be required on campus during each sport's respective season. Return times for research and lab staff will also vary, depending on the status of individual projects/specimens.

All personnel must work through their supervisory chain to implement schedules designed to minimize person-to-person contact.

Flexible schedules must be approved by the supervisor and department head, planned in accordance with the work functions and service objectives of the department and University operations, and must comply with the provisions of University Policy #2195 "Flexible Work Arrangements" (See Appendix E.4).

Examples of possible flexible arrangements include, but are not limited to:

- A compressed work week (CWW) arrangement, in which the employee works more than eight (8) hours per day and less than five (5) full days per week.
- Partial in-office staffing on alternating days, with remaining staff working remotely on out-of-office days.
- Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

The Flexible Work Arrangement Request agreement must be signed by both parties prior to the start of a flexible work arrangement.

## **FACULTY**

In addition to the provisions applicable to employees generally, faculty may access offices by use of card swipe or assigned key. Faculty should schedule on-campus hours with Department Chair's or Dean's approval on a rotating schedule to minimize person-to-person contact.

## **Academics & Research**

Our preparation for reopening campus for the fall 2020 semester will center around three broad contingencies: 1) reopening with social distancing expectations; 2) fall classes begin fully online; and 3) classes and operations must go to an online format for a period of time during the semester.

The "Academic and Research Reopening" document was developed based on the input from five reopening working groups consisting of the following; 1) Online/Remote Learning Working Group; 2) Undergraduate Education Working Group; 3) Graduate and Professional Education Working Group; 4) Research and Scholarship Working Group; 5) Operational Function Working Group. Additionally and as part of the USG return to campus planning document, the Public Service, Outreach, Continuing Education and Cooperative Extension Working Group report is included as Appendix C.1 due to its specific recommendations regarding how the university will engage external entities.

Our "Maximum Flexibility" plan will assure that all permutations from fully face-to-face to fully online and any hybrid or student/faculty delivery needs are covered. All course FOLIO accounts will be active with minimum expectations of faculty to upload basic course information and content. This will allow for continuity of instruction under all three contingency plans (see below on Online/Remote Instruction).

## **D2L**

### **FOLIO Activation:**

Faculty will be asked to activate their FOLIO accounts and upload their course syllabus, policies, content, and any learning support/supplemental materials. All Georgia Southern University undergraduate and graduate courses/sections will be activated in FOLIO with the

below listed elements in place by the initiation of the fall 2020 term. This will assure that every face-to-face and hybrid course can have the flexibility to move to fully online for both brief periods or for the entire semester as outlined under contingency plans 2 and 3.

- All courses activated in Folio.
- Syllabus and all course requirements, grading and course policies uploaded.
- Syllabus statement communicating to students the process of a move online if necessary.
- Faculty readiness to move online check-off list.
- Exam/proctoring recommendations.
- Recommendations on synchronous/asynchronous instruction.
- What to do with labs? Moving labs online recommendations.
- Establish minimal tech requirements for students (laptop - not chrome book) financial aid could be used to purchase.
- Student engagement quiz uploaded to establish student contact.
- Attendance verification quiz uploaded (activated only if GSU starts the fall term online/remote).
- Rolling uploading of course content as the term progresses.
- Development of student engagement modules throughout the term.
- Offline but ready to be uploaded course assessment elements as appropriate (quizzes, exams, writing assignments, etc.).
- Daily D2L (Folio) activity reports generated via business objects and made available to the GSU cabinet and USG.

Contingency plan 2 focuses on instruction being fully on line in the fall term. The primary goal will be to have online educational opportunities that provide the highest quality instruction with the ability to engage students in meaningful faculty interactions and flexible scheduling for the full array of course offerings to include clinical, laboratory, practicum and internships.

Contingency plan 2 assumes the following:

- 1) No face-to-face instruction unless the state and USG provide for special exemption (e.g. Nursing).
- 2) All courses/sections are active in FOLIO with appropriate course materials uploaded.
- 3) Faculty will be teaching from remote locations but are able to come to campus for office use and can engage library learning support materials online/remotely.
- 4) Students will have appropriate devices (laptop, desktop, notebook, iPad, phone) and wifi access to engage in online/remote instruction. An existing FAQ page will be updated and provide direction for both students and faculty with regard to wifi access points and purchase/loan/lease of devices.

“Maximum Flexibility” will be key to our success with fully online course delivery. All courses are expected to have active FOLIO accounts and course materials uploaded under all contingency plans.

## ACADEMIC INSTRUCTION

- All face-to-face or hybrid courses will be transitioned to fully online using active FOLIO accounts with course materials previously uploaded (see above). All current online classes will remain online.
- All programs and instructors should have a plan in place to move to a fully online format by August 1, 2020.
- A statement and list of expectations of students regarding fully online learning will be included in all course syllabi to plan for a move to fully online curricular delivery.
- A Provost and VPAA communications plan has been developed and will be initiated in the event the USG determines instruction will be delivered fully online for fall.
- A D2L: Last Access Report – Faculty and Student will be generated each day to assess FOLIO activity by both faculty and students and for USG reporting.
- The campus will be “Fully Prepared” for online instruction based on USG criteria:

“Fully Prepared” includes the following:

- A. Faculty will have received a basic orientation on effective use of remote and online learning tools, can access those tools, and have a point of contact accessible for assistance with both technical and pedagogical issues. This includes awareness of and access to [https://www.usg.edu/keep\\_teaching\\_usg](https://www.usg.edu/keep_teaching_usg).
- B. Faculty will have built out their courses in D2L (FOLIO).
- C. Institutions will have provided guidance to Faculty on the appropriate use of synchronous versus asynchronous instruction, low-bandwidth options for students who may not have access to internet / high-speed internet, etc.
- D. The institution will have identified students without reliable access to internet resources and has identified strategies to assist those students (access to inexpensive internet service providers, drive-up sites, conference call sites / access to recordings, instruction by mail, etc.).
- E. The CIO is providing a technical readiness assessment to Institutional Leadership in support of both faculty and students as we migrate to online instruction to include students without access to high-speed internet or unlimited data?
- F. Students with known disabilities that will impact their ability to use remote learning will have been identified and strategies implemented to assist those students.
- G. Institutions have identified Section 508 compliance issues and have a plan in place to ensure compliance with these accessibility requirements (please refer to the Ga. Tech Web Accessibility Group at [http://www.amacusg.gatech.edu/wag/Main\\_Page](http://www.amacusg.gatech.edu/wag/Main_Page) for more details).
- H. Exams, courses, etc. that require proctoring will have a proctoring tool identified.
- I. The University will have the ability to track usage and potential issues with respect to your online learning management system. Who should faculty and/or students call? Has that “call center” been stood up and have those assigned to receive calls been trained on how to respond?
- J. As a part of our technical readiness, your CIO has:
  - i. Confirmed that students and faculty have access to the LMS and “how to” guides?



- ii. Ensured adequate number of licenses for VPN, proctoring, or other third-party licenses (what are they) to conduct this tool?
- iii. Communicated “call center / help desk” contact information for faculty/students who may be experiencing local issues?

**Classroom Expectations:**

All courses and sections will be delivered fully online with only limited formal classroom activity as approved by the USG (e.g. Nursing virtual clinical experiences, etc.). In these special circumstances social distancing protocols will be enforced and sanitization procedures implemented.

**Online/remote instruction delivery options:**

Online/remote instruction can be delivered through an array of options (under FOLIO) such as Zoom, Google Hangouts, etc. Course and discipline specific delivery options suggested by faculty/chair will be considered under the context of promoting quality education and with the learning environment a primary consideration. All alternative delivery modes will be approved by the Chair and Dean.

**Robust and Flexible Office Hours:**

Faculty will list their office hours as part of their course syllabi and online/remote modes of contact to facilitate and encourage students to engage in productive office hour discussions. Office hours will not be held face-to-face. Faculty will have developed alternatives to face-to-face office hours that may include, telephone discussions, online opportunities, email exchanges, and/or video interactions such as Zoom, Google Hangouts, etc.).

**Clinical/Lab/Practicums:**

- Where appropriate and viable, students who can remain in their experiences should be allowed to fulfill this requirement unless the work is possible to move fully online.
- Special considerations should be allowed for those in programs that clinical/practical hours are required as part of their certification or licensure and unless the state or national governing board allows.
- Those approved and allowed in the community should be protected- PPE equipment required to the level that meets the recommendation of the setting.
- Alternative assignments and waiving of requirements provided when appropriate. In general work off-campus will not be allowed and travel from campus not approved.
- Clinical and practicum faculty coordinators and their chairs will be required to engage with programs to review established learning outcomes for clinical, internship, laboratory and practicum experiences to assure student experiences are appropriate in the online/remote environment.
- All internships, practica, field placements, and field work requirements will incorporate guidance from state agencies, accrediting bodies, certifying agencies, etc.
- Internship programs should engage more fully with the Office of Career Services to identify flexible online/remote internship opportunities.

## **MOMENTUM YEAR & MOMENTUM APPROACH**

### **Adjustments & Alternate Arrangements:**

At this time Georgia Southern University will not need to adjust its Momentum Year and Momentum Approach initiatives. Additionally, through our continuity of operations planning in academic success/student success, we have already identified and implemented all alternative arrangements for delivery of services that may be needed for moving effectively and flexibility between in-person, hybrid, and distance service delivery.

### **Technology Needs:**

Staff: Most of our staff members in advising and academic success areas have access to laptops or iPads. We have requested permission to buy additional laptops or iPads to ensure that all staff have working and up-to-date devices.

Students: Our students need an appropriate laptop, chrome book, desktop computer, smart tv adapter, or other internet capable device. ITS is researching rental and lease option availability for students potentially supported by students' financial aid.

### **Student Advising Model:**

If fall classes are offered fully online, we will maintain virtual appointments and email advisement for students. Meet your College/Meet your Major meetings will be held online/virtually during the early fall term and to provide student engagement within their academic college/focus area. These sections can be capped at small numbers and/or recorded and made available virtually as asynchronous sections.

Fall advising will adopt measures to include: continue with Help on Click live chat and MyHelp Ticketing system to allow continued support remotely. We will consider offering flex scheduling to advisors to allow for weekend or evening work hours to accommodate changing student needs with online instruction demands. Staggering telework will allow for additional flexibility in advising. These measures will require students to be more flexible and potentially engage someone other than their assigned advisor but will allow students to obtain high quality advising.

### **Training Opportunities for advising and support staff:**

Training opportunities for tutors, peer mentors, academic success coaches, and academic advisors was provided during the Spring term of 2020. Training for online/remote delivery of services has been integrated into our standard and ongoing training program and expectations for student employees (tutors, peer mentors, peer instructors) and professional staff. The expectations for professional development for staff for this summer now include updated training on remote service provisions.

### **Instructional Support:**

We will move to virtual tutoring and peer mentoring to aid in student success. We will offer all academic success workshops in online formats. We are in the process of creating a "self-serve" workshop format where students can engage with success tips and guidance through short videos, practical applications, etc. Academic success coaches and educational specialists will modify their appointment schedule to facilitate virtual appointments for students.

**First Year/Second Year Programs:**

All sections of FYE 1220 in Fall 2020 will be move to fully online. Our goal is to provide students the opportunity, begin in SOAR 1000, to navigate online learning in a low-stakes, very supportive environment. Students will be provided with best practices for online learners. All new students to Georgia Southern University will take our virtual SOAR 1000 course - which is a set of pre-orientation modules in our LMS (FOLIO/D2L). Students learn to navigate the LMS over the summer.

The division of Student Affairs has brought a new student engagement tool online with implementation mostly completed for Fall 2020. FY/SY Programs is partnering with VPSA to provide multiple options for student engagement in programming (including at a distance), particularly for first year and second year students.

**On-going Momentum Year Initiatives Not Mentioned Above:**

All incoming first-year students are being registered by advisors for a minimum of 15 hours, including Area A MATH and ENGL courses. Students will also receive full schedules via email and through the Guide App, this is an attempt to get students committed to Georgia Southern University as soon as possible. All incoming students will engage with pre-SOAR (orientation) modules in FOLIO (D2L LMS), additionally, incoming students will engage with MyMajors for inform, discern, and affirm process with academic focus areas and academic majors.

**International/Domestic Travel:**

University authorized business travel by faculty, staff and students will not be allowed.

**Student Travel:**

Students will not be allowed to travel on university business.

**FACULTY DEVELOPMENT****Development Activities to Faculty for Summer:**

The Teaching Online Courses (TOC) office out of the Center for Teaching Excellence (CTE) will offer formal online course training May 25 - June 28. The CTE will also offer continuous Folio training workshops – Build a Learning Module, Gradebook, Emergency Preparedness and a new self-paced online training course available on demand throughout summer and fall to enable online novel or inexperienced faculty opportunities to learn in small modular units. The Center for Teaching Excellence will also offer a “Guide for Teaching Online” tutorials for Folio and pedagogy support on a regular basis through summer and fall terms.

Georgia Southern University has many faculty with tremendous expertise in online/remote educational delivery. These faculty work one-on-one with faculty in similar disciplines to develop online capabilities to help expand skills and build online modules, courses and programs of study. The “online education peer mentoring program” was used informally in the Spring 2020 transition to online but is now a more formal program used to help and amplify faculty capabilities. This program will be employed to move our course for Fall 2020 to online/remote ready (FOLIO active sections). Georgia Southern University is happy to share its expertise with any USG institutions as we reopen for the fall term.

Additional support for faculty engaged in online education activities will include on demand consultations with instructional designers, web accessibility for online self-paced CTE/TOC courses, as well as other miscellaneous online and face-to-face pedagogy workshops throughout summer and fall.

All Georgia Southern University CTE courses are available to USG institutions and Georgia Southern University faculty will be encouraged to review our CTE FAQ page for other learning opportunities within the USG.

### **Online/Remote Continuity of Instruction Policies:**

Policy – faculty are required to use FOLIO for all modes of instruction to facilitate any transition to fully online/remote instruction. The course syllabus, assignments, materials, instructional materials will be uploaded to FOLIO in the event of any disruption to face-to-face instruction (FOLIO is our required continuity of instruction platform). Georgia Southern University will allow faculty identified as “at risk” to teach their course in a remote format based on USG and GSU HR policies regarding “at risk” faculty and Provost and Vice President for Academic Affairs review and approval for online instruction (as per standard policy on teaching online approval). The CTE will provide support to all faculty engaged in online/remote teaching.

## **RESEARCH**

The following guidelines are established to assist researchers in maintaining their research and scholarship activities if Georgia Southern University opens in the Fall 2020 fully online.

All personnel should monitor the current status of the outbreak and mitigation strategies updated by USG, state, and federal authorities. Principal investigators should consider moving to remote data collection methods where possible. In-person human subject’s data collection will not be permitted. Additionally, principal investigators should ensure that all research integrity protocols (IRB, IBC, or IACUC) are up to date (where applicable).

### **Human Subjects Research:**

1. Return to remote data collection for all projects that can continue through a remote methodology.
2. Suspend all research activities requiring face-to-face interactions.
3. The IRB will continue to function without disruption through remote meetings and email submissions.
4. Amendments to modify in-person studies to a remote format will be given expedited priority by the IRB.
5. New applications for future in-person, face-to-face research will continue to be accepted and processed by IRB but approvals will be held until the University hold is lifted.

### **Animal Care:**

1. The IACUC<sup>19</sup> will continue to function and review proposals remotely.

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<sup>19</sup> Georgia Southern University. 2020. *Institutional Animal Care and Use Committee*.  
<<https://research.georgiasouthern.edu/researchintegrity/institutional-animal-care-and-use-committee/>>.

2. Animal-based research activities are suspended.
3. Only personnel approved by the Dean (or appropriate designee) are permitted to access facilities for animal care.

**Biosafety and Research:**

1. The IBC<sup>20</sup> will continue to function and review proposals remotely.
2. Normal access to labs is suspended.
3. Only personnel approved by the Dean (or designee) are permitted to access facilities to maintain perishable supplies.

**Lab and Studio Based Research:**

1. Normal access to research facilities is suspended.
2. Only personnel approved by the Dean (or designee) are permitted to access facilities.
3. If there is a critical and time-sensitive need for the use of the research facility, follow Phase 2 directions to safely conduct research activities to include as part of the research proposal submitted to the Dean for approval.
  - a. Research personnel should not meet or talk in groups anywhere on campus. Discussions and meetings should take place electronically.

**Field Research:**

1. Normal field research activities are suspended. Extraordinary needs must be approved by the Dean (or designee) and comply with social distancing guidance.
2. If approved by the Dean (or designee), researchers are recommended to adopt enhanced disinfection and hygiene protocols during field activities. This would include but not limited to the disinfection of vehicles, off-campus workspaces, instruments pre- and post activities, and wearing PPE to include a minimum of face mask and gloves where applicable.
3. Group transportation to a field site is not possible.

**Travel:**

1. University funded travel is suspended. Travel funded through sponsored research must comply with CDC, USG, and University guidelines.

## **Student Life**

### **RESIDENCE LIFE**

**Return to Campus/Room Assignments:** Residence hall students will return to campus as desired. Students would be given the option to opt out of their housing assignment through an exemption process established through Business & Administrative Services. Students will be assigned under the guidance of the University System of Georgia in conjunction with the CDC and Georgia Department of Public Health's recommendation. If stricter social distancing

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<sup>20</sup> Georgia Southern University. 2020. *Institutional Biosafety Committee*.  
<<https://research.georgiasouthern.edu/researchintegrity/institutional-biosafety-committee/>>.

guidelines are administered, students would be assigned to one student per bedroom (no shared bedroom spaces). Students in this scenario would still share a bathroom with other students (either within their assigned unit or in a common area bathroom). Additionally, students would be housed in a consolidated fashion to allow for proper staff coverage. This would put our maximum capacity as follows:

- Statesboro: 3862
- Savannah: 1210

If the guidance comes back that we must assign one student per bathroom, our occupancy would be:

- Statesboro: 2429
- Savannah: 762

If the guidance comes back that we must assign one student per unit, our occupancy would be:

- Statesboro: 1249
- Savannah: 531

\* If this option is selected, it would require a 40-45 day process to determine who is given priority for housing and to unallocate and then reallocate the available bedspaces. As our first round of housing assignments have already gone out to some of our incoming class, we, with the help of other offices, would need to call impacted students to discuss their options. We would also need to delay making any other room assignments until after a decision is made.

**Move In Plan:** Same as Contingency Plan 1.

**Communication & Education Campaign:** Same as Contingency Plan 1.

**Policies & Procedures:** Same as Contingency Plan 1.

**Staff Training:** Same as Contingency Plan 1.

**Cleaning and Sanitation of Common Areas:** Same as Contingency Plan 1.

**Quarantine/Self Isolation:** Same as Contingency Plan 1.

**Other Considerations:** This scenario also provides other considerations, including:

- Student staff structure/needs would be dependent on the number of students who elect to live on campus. If student staff cannot be considered essential personnel, we would have to determine who is willing to come to campus to work and staff according to who we have available.
- Professional staff may be used in other capacities such as teaching FYE, assist Auxiliary and Student Affairs functions, assist enrollment and student retention functions, plan for future semesters, etc.

- Staff who have underlying health issues who are medically at risk - would need to examine how to utilize student and professional staff who fall into this category to reduce risk of exposure.
- University Housing is meeting with the Counseling Center and the Office of Student Wellness & Health Promotion to discuss the impact to campus students, especially those who may be quarantined or in self-isolation. We will collaborate to ensure we are reinforcing the resources available to students, as well as checking in with students on a regular basis.
- Should our occupancy numbers start to fall at any point, University Housing will consider consolidating students to account for staff coverage and cost savings on utilities.

## **DINING SERVICES**

With the consideration that students may live in the residence halls, regardless of the plan to begin the semester with online instruction, Dining services is planning for the same options as Contingency 1. Modifications will be made as appropriate, once a more accurate count can be obtained of the number of students/faculty/staff on campus.

## **PARKING & TRANSPORTATION SERVICES**

If classes begin with complete on-line instruction but there are residential students remaining on campus, Parking and Transportation Services will consider operating a modified bus schedule, utilizing fewer buses and routes. If classes return to face to face instruction during the semester, bus service will resume with the same parameters as Contingency 1.

## **UNIVERSITY BOOKSTORES**

- Encourage adoption of Day 1 Access for course materials to be accessed and always available through the LMS.
- Require early online ordering of textbooks and supplies at GSUstore.com with free shipping available.
- Adopt and encourage purchase of eBooks online that are digitally delivered and accessible with technology from anywhere.
- Publicize “pack your books” if the students will be returning to campus to resume the semester in person.
- Provide prepaid shipping labels provided for rental returns at the end of the term.
- Provide for a link for a buyback solution where students can sell back books that they do not need for the coming semester.
- Provide one fabric face mask for each store employee.
- Special campus event (i.e. Fall Family Weekend, Homecoming, etc.) plans to be developed when information for such events are shared with the Store Director.
- If home football games are to be held with spectators, one or both stadium stores will be open with social distancing required and occupant capacity caps enforced.

## **TECH CORNER**

Same as Contingency Plan 1

## **STUDENT SUCCESS/STUDENT SUPPORT**

Same as Contingency Plan 1

## **COUNSELING SERVICES**

### **Operations**

1. Number of full-time counselors: 16 FTE across both main campuses.
2. Number of part-time counselors: 0
3. Current ratio of counselor FTE to spring 2020 student FTE: 1:1,625 (Based on 26,000)
4. Number of counselors who will be able to continue to serve students in their current physical space? 10
5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling) 7 (telemental health services)
6. Needs for alternate physical spaces: None
7. Current number of counselors approved to deliver tele-counseling: 18
8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.
  - Only a limited number of students will be able to engage in in-person therapy at any given hour due to the space limitations.
  - Distance markers will be placed between the front door and the check in desk to maintain spacing for students entering the building.
  - Chairs in the waiting room will be blocked to ensure that there is at least 6 feet of space between those sitting at any given time.
  - Students will be encouraged to wear a mask while in the center, and will be asked to use hand-sanitizer prior to using one of the waiting room intake computers.
  - Therapists will stagger picking their clients up from the waiting room to ensure traffic in the halls is limited.
  - Therapists will schedule their client for a next appointment from the therapy room, to avoid traffic at the front desk.
  - Waiting room chairs, intake computers, and telemental health offices (2) will be sprayed with disinfectant after the start of each hour.
  - The majority of services will remain virtual, including all therapy groups and drop-in workshops.
  - Screening times will be transitioned to same-day, brief appointments only.
  - No walk-in traffic will be allowed, students who feel they must speak to a counselor immediately will be connected to telephone crisis counselors.

### **Clinical Services**



- Clinical services will continue to be primarily delivered 100% remotely as they have been since Spring semester. Once classes move to on-site format, the plan for clinical services outlined in Contingency 1 will be enacted.
- Staff will continue to work on-site in rotation until classes are moved to an on-site format.

### **Outreach Programming/Community Consultations**

- While all classes are on-line, outreach programming will be offered 100% remotely. Once classes are moved to on-site, outreach programming will be offered according to plan in Contingency 1.

### **Training Programs**

- Due to cohort size of both the Internship program and the practicum program, initial orientation and training will occur in-person. In addition to topics typically addressed, all trainees will receive training specific to the provision of telemental health. Once the training/orientation periods have concluded, the interns will follow the same protocols as staff. Practicum student procedures will be developed in consultation between the Practicum Coordinator, the Training Director, and the respective academic programs.

*Note: Additional Student Support Services departments have developed Contingency Plans for providing student support. These departments include:*

- *Career Development*
- *Office of Multicultural Affairs*
- *Sexual Assault Response Team*
- *TRIO/Student Support Services*
- *Student Accessibility Resource Center*

Please see Appendix C.7 for a link to Student Support Services Plan 2 as well as more detailed considerations for the Counseling Center.

## **HEALTH CENTER**

Health Services will follow the guidance available from GDPH and CDC at that given time. As we have seen already, that can change from day to day, so we will have mechanisms in place that will allow us to implement the guidance available at that time. For more detailed information on Health Services Operations, please see the Mitigation and Monitoring plans.

**Practices to be implemented for face-to-face health center visits from scheduling to delivery and follow-up appointments.** HSC already has policies and procedures in place for remaining operational, while following the guidance of GDPH and the CDC at every level of a contingency plan. HSC has remained operational throughout the transition to on-line classes, and will continue to do so.

Examination rooms are cleaned by Health Services staff after each patient encounter in a manner consistent with CDC recommendations for healthcare facilities. Additionally, for examination rooms in which a suspected or confirmed COVID-19 patient has been evaluated, following the evaluation the room is closed and not used until an appropriate duration of time has elapsed as determined by

the defined air exchange rate for that room (see <https://www.cdc.gov/infectioncontrol/guidelines/environmental/appendix/air.html#tableb1>). Routine cleaning of the Health Services facility is also provided by Facilities custodial staff and is performed in a manner consistent with the CDC guidance.

**Practices to be implemented for telemedicine when needed or appropriate.** Telehealth will remain an option for those appointments for which it is deemed appropriate. Policies and procedures for providing telemedicine are already in place and will continue to be followed.

Assuming this scenario means there is still widespread community transmission of COVID, unless we receive guidance otherwise, we will continue in the same mode we have been in for the last several weeks.

- Almost all visits will occur initially via telehealth. If based on the telehealth visit, the medical provider determines that an in-person visit is required, the student will then be scheduled for an in-person visit.
- Wellness/preventive health/health maintenance visits will be deferred until a later date unless time sensitive or absolutely necessary.
- Services will be limited to sick/problem-associated visits.
- Until directed otherwise by CDC/GDPH, all patients/faculty/staff/visitors/vendors will be screened for fever and COVID-19 symptoms at the door prior to entry, and all persons entering the facility will be required to wear a face covering while in the facility. Persons who do not have a face covering will be provided a disposable surgical facemask.
- Contact tracing in response to confirmed cases of COVID-19 will be performed by GDPH contact tracers within the health district of the respective campus, and a point of contact within Health Services will serve as primary liaison to GDPH.

## **STUDENT ORGANIZATIONS**

This section includes aspects of risk planning related to student organization engagement, recruitment, and large group activities. Various other student groups/activities connected to departments that have larger functions (i.e. Leadership & Community Engagement, Band, Cheerleading, Choral activities) can be referenced in the Appendix C.3.

**Note:** This plan assumes that instruction is on-line but that a significant number of students may be residing in our campus residence halls. If we are NOT under 'shelter in place' orders, we would continue to provide student engagement and recreation opportunities to the degree possible, considering all social distancing and sanitation requirements.

**Student Engagement:** Same as Contingency Plan 1

**Fundraisers/Recruitment:** Same as Contingency Plan 1

**Fraternity and Sorority Recruitment:** Same as Contingency Plan 1

**Large Group Activities:** Same as Contingency Plan 1

## **CAMPUS RECREATION**

### **Campus Recreation Centers (RAC-Statesboro, SRC-Savannah)**

**General:** Same as Contingency Plan 1

**Hours of Operation:** Same as Contingency Plan 1

**Staffing Levels:** Same as Contingency Plan 1

**Occupancy Changes:** Same as Contingency Plan 1

**Sanitation Practices:** Same as Contingency Plan 1

#### **Locker rooms:**

- Locker rooms will be fully functional, but limited to 4 individuals or less depending on the specific locker room.
- The room would be clearly marked off to denote a usable dressing space. Cleaning and sanitization will follow CDC guidelines as a high touch space.
- A system will be implemented to denote the individual showers as clean or used. Patrons will be asked to mark the shower as used when the patron is finished.

**Group Fitness:** Same as Contingency Plan 1

**Southern Adventures:** Same as Contingency Plan 1

**Courts:** Same as Contingency Plan 1

**Fitness Center (weights, cardio):** Same as Contingency Plan 1

#### **Aquatic Center:**

- Designate occupancy limits in the 4 bodies of water making up the Aquatic Center (indoor pool, outdoor pool, 2 hot tubs), which also includes the sauna.
- Occupancy limits will be adjusted to comply with current social distancing guidelines.
- Structured/scheduled groups that traditionally utilize this space will NOT be able to occur simultaneously and will be split and scheduled accordingly. (i.e. athletic team practice, club team practice, group fitness class, or academic class).

#### **Shooting Sports Education Center (SSEC):**

- Structured programs and scheduled groups will be significantly limited to comply with designated group limits.
- Introduce occupancy limits appropriate to achieve social distancing guidelines.
- Unknown at this point if close contact instruction typically found with the shooting sports program will be able to occur.
- Both the Firing Range and Archery Center will utilize every other shooting point to achieve social distancing guidelines.

- The Archery Center has 2 entrances which will allow for a designated entry and exit route during this period.
- Floor markings, designating 6 ft. intervals will be placed at each entry point to manage any line that may occur. It may be necessary to utilize stanchions to create a queue line that will accommodate a larger number of patrons entering at peak times.
- A plexiglass barrier will be installed at the main entry check in area.
- Lobby seating will be separated and spread out.
- All entry and exit touch points will be wiped down and sanitized on a regular schedule that exceeds the requirement.
- The firing range has a negative air pressure environment which makes it a very safe place to be if airborne germs are present.

**Golf Course:** Same as Contingency Plan 1

**Intramural Sports:** Same as Contingency Plan 1

**Club Sports:** Same as Contingency Plan 1

## **CO-CURRICULAR REQUIREMENTS**

Same as Contingency Plan 1

## **STUDENT UNIONS & OTHER GATHERING LOCATIONS**

### **Student Union**

- Facility operations:
  - Plexiglass installed at the information desk, all common items offered will be wiped down after each use.
  - In the absence of face masks, one will be provided for student employees during their shift.
  - Recommendations from the CDC and institution will be on display throughout the building, including bathrooms, entrances, and lounge/common areas.
  - Various furniture pieces will be moved or taken offline to encourage social distancing.
  - Consider further reduced hours to allow for cleaning of the building/facility.
  - Building stairwells used one way, from 2nd floor to 1st floor.
  - Grand staircase used one way, from 1st floor to 2nd floor. Building open for service-based needs/visits only.
  - Direction signs will be posted to indicate traffic flow.
  - Social distance signage in all bathrooms.
  - Display signage on doors and interior space for hygiene/sanitizing tips, COVID symptoms/safety tips, actively promote space between others to be 6 ft. apart, encourage use of face coverings.
  - All surfaces generally touched by individuals during basic operation should be wiped down before and after each event (event spaces), and throughout the day (open spaces).
  - Possible incorporation of sanitizing stations throughout the building.
- Event operations: Same as Contingency Plan 1

- Vehicle fleet: Same as Contingency Plan 1
- Computer labs: Same as Contingency Plan 1

### **Conferences**

- Use Contingency Plan 1 guidance and move conferences/events online when possible.
- Cancel conferences/events if online format is not possible.

### **Homecoming/Family Weekend /Welcome Weeks**

- Homecoming: Same as Contingency Plan 1
- Family Weekend: Same as Contingency Plan 1
- Welcome Weeks:
  - Work with Admissions and IT to offer virtual campus tours/"Find my classes."
  - Invite campus communities to offer college/dept specific open houses to break up crowds/get students connected to academic college because of virtual SOAR.
  - Work with IT to update & create an interactive website to highlight FAQs, campus resources, and in-person/virtual events.
  - More focus on signage/welcome messages to direct students to visit Welcome Week website.
  - Invite SOAR leaders to partner with Housing to offer mini welcome/information sessions/programs in residence halls.
  - Encourage participants to wear face coverings to programs.
  - Stanchions and signage placed at events to encourage social distancing.

## **Enrollment Management**

Contingency plans 2 and 3 will require similar planning. This section assumes that we will begin in Contingency Plan 2 and continue throughout the semester.

### **RECRUITMENT STRATEGIES**

#### **Undergraduate Admissions**

- All new student recruitment will take place virtually; no on or off-campus recruitment events would be held.
- Continue existing and consider new virtual efforts, including the use of engaging platforms, video content, social media, online information sessions, regularly updated campus tour videos, online chat, virtual counselor meetings/scheduling, live Q&A sessions with student ambassadors and counselors, etc.
- Hold virtual student recruitment meetings with admissions counselors and implement a scheduling software for easy appointments.
- Contact high school counselors and transfer advisors to schedule and implement online admissions presentations for interested students.
- Rely on high-touch, personalized and frequent outreach to students by admissions counselors regarding their status, next steps, etc.
- Explore and participate in new virtual college fairs that may pop-up.
- Participate in college fair circuits that will be moved to digital (Georgia PROBE, CACRAO, FL CRAO, NACAC) and virtual fairs that may have previously been overlooked.

- Ensure continued focus on Dual Enrollment recruitment, ensuring students and high school counselors know they can still participate through online classes. Expand recruitment wider than our local region because of the new format and availability of online courses.
- Host typical and new campus events in a virtual format:
  - Series of academic program fairs in collaboration with academic partners
  - Campus tours of all three campuses with a real-time, live student ambassador talking with a pre-recorded campus tours
  - Admissions information sessions - live and pre-recorded
  - Eagle Previews
  - Scholars' Days (scholarship interviews/events)
  - Offer self-guided tours that utilize mobile technology to distribute information about each tour stop (similar to museum experience). Option provided by StudentBridge.
- Suspend recruitment travel pending recommendations from the Georgia Department of Health, State and Federal entities, and CDC.
- Work with partners like EAB, StudentBridge, and others to account and make up for reduction for top of funnel (without SAT/ACT test takers, college fairs, high school visits, etc since March 2020).
- Monitor the impact of on-campus housing and potential loss of space due to social distancing and keep watch for off-campus housing policies that negatively affect.

#### **Jack N. Averitt College of Graduate Studies**

- Participate in virtual graduate fairs to substitute for any travel the office is unable to do related to the impact of COVID-19.
- Work with University Communications and Marketing to develop a virtual campus tour geared towards graduate students.
- Work with program directors to learn if virtual recruitment will be an option. COGS will provide program directors with training on other recruitment activities and host open sessions to discuss other activities programs might utilize. Could include virtual conference recruitment and professional organization fairs.
- Capitalize on the use of social media platforms with help from University Communications & Marketing.
- Incorporate more personal contact to prospective students in addition to the communication plan funnels COGS uses to communicate with prospective students.

#### **International Student Admissions & Programs**

- Continue virtual recruitment strategies similar to Spring 2020 to include virtual high school presentations (live when possible), virtual meetings with international prospects and families, videos targeting international students, screencast how-to videos, a virtual visit page on the website and virtual Q & A sessions.
- Create online newsletters to high school counselors to provide updates.
- Increase usage of social media to share the international GS story.

#### **Financial Aid & Support/Payment**

- Office of Financial Aid

- Evaluate and distribute available merit aid and need aid to recruit and yield late Fall 2020 admits, not in the early pipeline for initial awards, focusing on students/families in financial distress.
- Scale back or halt in-bound phone calls from students/families with limited staff rotating into the office for phone duty. Rely more on call-back options through QLess.
- In-person appointments will be stopped. Utilize virtual appointments managed using QLess.
- Participate in virtual recruitment sessions in cooperation with Undergraduate Admissions and local high schools.
- Offer virtual FAFSA support/sessions to local high schools.
- Offer virtual Q & A events through Zoom or other technologies for students and families.
- Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
- Prepare for a greater number of professional judgement requests due to the large number of households being affected by loss of income. Use the existing process in CampusLogic for requests with a dedicated counselor who reviews them (available mid May 2020).
- Note: The financial aid processes can all be completed fully online so access for students/families should not be impaired.
- Office of the Bursar
  - Market the availability of contactless payments as the preferred method.
  - Implement live chat with Enrollment Services (June 2020).
  - Hold virtual presentations for SOAR (orientation) and throughout the fall term for prospective students (ongoing through summer 2020).
  - Create and post instructional videos for payment information on the website.
  - Hosting “Ask the Bursar’s Office” virtual Q & A events using Zoom and other technologies.
  - Prepare for higher need of payment options, reviewing information provided to students on Nelnet with potential use of virtual Q&A sessions.

## **ADMISSIONS OPERATION STRATEGIES**

### **Undergraduate Admissions**

- Continue to utilize mobile technologies to successfully continue processing applications and supporting documentation in a virtual environment with minimal need for staff to physically be on campus.
- Allow for limited in-office staff work as essential (mail, scanning, etc.), adhering to social distance guidelines through staggered, short, flexible shifts.
- Collect paper documents through the postal services (daily mail pick-up) as well as through outdoor, secure document collection boxes on each campus.
- Consider the continued effects of student inability to test or secure documents and allow greater flexibility for documents and requirements, as allowed by policy, on a case by case basis.

### **Jack N. Averitt College of Graduate Studies**

- Continue to utilize mobile technologies to successfully continue processing applications and supporting documentation in a virtual environment with minimal need for staff to physically be on campus.
- Allow for limited in-office staff work as essential (mail, scanning, etc.), adhering to social distance guidelines through staggered, short, flexible shifts.
- Consider the continued effects of student inability to test or secure documents and allow greater flexibility for documents and requirements, as allowed by policy, on a case by case basis.
- Work with program directors to adjust deadlines and application requirements that are difficult for students to request or fulfill (i.e. GRE, official transcript evaluations, background checks, discipline specific testing requirements), using approved language from the University Legal Office to allow conditional admission until all application materials are received.

### **International Student Admissions & Programs**

- Pending federal policies: Understand that travel restrictions and Visa processing will have a significant impact on international students to enroll face-to-face.
- Monitor policy modifications that may allow international students to enroll in online courses.
- Continue to utilize mobile technologies to successfully continue processing applications and supporting documentation in a virtual environment with minimal need for staff to physically be on campus.
- Allow for limited in-office staff work as essential (mail, scanning, etc.), adhering to social distance guidelines through staggered, short, flexible shifts.
- Consider the continued effects of student inability to test or secure documents and allow greater flexibility for documents and requirements, as allowed by policy, on a case by case basis.

## **ORIENTATION & WELCOME WEEK STRATEGIES**

### **Undergraduate Admissions**

- Hold fully virtual sessions between May and August 2020, focusing on flexibility and multi-modal information sharing for students and families. See [GeorgiaSouthern.edu/VirtualSOAR](https://GeorgiaSouthern.edu/VirtualSOAR).
- Pilot the new online orientation software with Advantage Design (currently being implemented) for fall minimester II SOAR (Orientation) in October.
- Develop virtual community-based programming in conjunction with Academic Affairs, Student Affairs, and Auxiliary Affairs for move-in weekend and welcome week.
- Plan spring 2021 new student orientation sessions slated for December 2020 and January 2021 in a virtual format using the new online orientation software with Advantage Design (currently being implemented).

### **Jack N. Averitt College of Graduate Studies**

- Continue online orientation for new graduate students (normal process).

### **International Student Admissions & Programs**



- Offer a fully virtual orientation for fall 2020 students utilizing resources from GeorgiaSouthern.edu/VirtualSOAR.
- Plan spring 2021 new international student orientation sessions in a virtual format using the new online orientation software with Advantage Design (currently being implemented).

### **Collaborative Programming, Student Affairs and Academic Affairs**

- Develop cross-divisional collaborations with Academic Affairs, Student Affairs, and Auxiliary Affairs to ensure well-rounded orientation and transition programming for new summer, fall 2020 students and beyond to include virtual information sessions and virtual Weeks of Welcome programming, considering how missing pieces of a typical orientation program can be transitioned to other venues, perhaps FY1220.
- Promote cross-divisional programming like virtual Convocation and Conversations with Professors as part of the orientation and transition process to new summer, fall 2020 students

### **Financial Aid & Support/Payment**

- Market preferred contactless payment options to new students and families.
- Extend dates and times for virtual Financial Aid and Bursar meetings.
- Provide instructional videos to Virtual SOAR website.
- Hold virtual presentations and Q&As for SOAR (orientation) (ongoing through summer 2020).

## **CO-CURRICULAR RETENTION STRATEGIES**

### **Registration & Academic Advising**

- Utilize online/virtual only advisement for students through various technologies.
- Implement online live chat and MyHelp ticketing with Enrollment Services to allow distanced support.
- Continue to develop strategies for registration assistance (ex. virtual scheduler) to remove student scheduling barriers and to allow for distance support for registration.
- Use MyGeorgiaSouthern injection pages for unregistered students with follow-up from academic advisors, academic programs, and campus partners.
- Provide clear Institutional messaging about registration periods and the importance of registering early.
- Offer flex scheduling to academic advisors to allow for weekend/evening work hours to accommodate changing student needs.
- Hold virtual “Meet Your College/Meet Your Major” meetings during the early fall term to provide student engagement within their academic college/focus area.
- Register new students signed up for virtual SOAR starting May 4 throughout the summer, sharing schedules via email and through the EAB Guide app.
- Continue summer and fall registration pushes (currently active) via advisors reaching out through text, email, and social media, with fall registration communications through the add/drop period for the Fall 2020 semester.
- Target (using academic advisors, the Office of the Provost staff, and Enrollment Services staff) students who were successful in the spring 2020, but are not registered for fall 2020

- Ensure continued focus on Dual Enrollment advisement and enrollment to build up enrollment considering recent down-time for high schools and online environments.

### **Financial Aid & Support/Payment**

- Office of Financial Aid
  - o Utilize virtual appointments and call-back queues using Qless.
  - o Offer virtual Q & A and literacy events through Zoom or other technologies for students and families Including some that occur in the evening and on weekends
  - o Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
  - o Prepare for a greater number of professional judgement requests due to the large number of households being affected by loss of income. Use the existing process in CampusLogic for requests with a dedicated counselor who reviews them (available mid May 2020).
  - o Evaluate and distribute available need-based aid for students/families in financial distress.
  - o Note: The financial aid processes can all be completed fully online so access for students/families should not be impaired.
- Office of the Bursar
  - o Market the availability of contactless payments as the preferred method.
  - o Implement live chat with Enrollment Services (June 2020).
  - o Create and post instructional videos for payment information on the website.
  - o Hosting “Ask the Bursar’s Office” virtual Q & A events using Zoom and other technologies.
  - o Manage and respond to MyHelp tickets (newly implemented) and student inquiries for timely response.
  - o Prepare for higher need of payment options, reviewing information provided to students on Nelnet with potential use of virtual Q&A sessions.
  - o Develop additional information on Eagle Payment Option, including videos, for anticipated increase in offers.

### **Additional Co-Curricular Partners & Strategy**

- Develop cross-divisional collaborations with Academic Affairs, Student Affairs, and Auxiliary Affairs to ensure well-rounded virtual programming for students to engage and build community.
- Build sustainable former student recruitment and enrollment strategies to capitalize on students with a previous Georgia Southern connection and their easy to return to online classes.
- Ensure cross-divisional partnerships in outreach and care teams to encourage continuous enrollment from spring, summer 2020 students to fall 2020.

## **ADDITIONAL ENROLLMENT MANAGEMENT OR RELATED FUNCTIONS**

### **All Departments**

- Implement high usage of telework and minimize on-campus staff to the most essential functions that cannot be performed remotely.

## **Financial Aid**

- Maintain on-campus in-bound call functionality (based on call volume) as essential services, but staggering work shifts and office space to maintain social distancing.
- Prepare for higher volume of SAP appeals due to spring/summer online learning environment.
- Prepare for FAFSA delays due to tax extensions and trickle-down implications of processing timelines.
- Consider policy implications for fully online classes (new modality and impact on DOE approvals for aid).

## **University Communications and Marketing**

- Prepare for increase in video, online requests from departments and use social distancing/other standard public health measures as needed while meeting quick deadlines for a higher volume.

## **International Student Admissions & Programs**

- Programming for international students will be limited in a fully virtual environment. Virtual international conversation hours, Q & A sessions and other online events will be offered to keep students engaged.

## **Military & Veteran Services**

- Train staff on functionality of Zoom and other virtual platforms for remote meetings and recruitment and community engagement opportunities.
- Increase proficiency and utilization of virtual staff appointments throughout the summer and fall to meet student needs.
- Implement new VA processing procedures that were put into place through December 21, 2020, certifying students through fall 2020 term.

## **Enrollment Services**

- If the face-to-face Enrollment Services center on the Armstrong Campus and university-wide Enrollment Services call center has opened:
  - Maintain on-campus call center functionality as essential services, but reconfigure cubicle space to ensure social distancing guidelines are met. Consider staggering work shifts based on call volume.
  - Utilize virtual appointments using Qless or other software.
  - Manage and respond to MyHelp tickets and student inquiries for timely response.
  - Assist Enrollment Management-related departments as much as possible with out-bound calls, virtual meetings, etc.
- If the face-to-face Enrollment Services center on the Armstrong Campus and university-wide Enrollment Services call center has NOT opened:
  - Manage and respond to MyHelp tickets and student inquiries for timely response, assisting departments that implemented during summer 2020.
  - Assist Enrollment Management-related departments as much as possible with out-bound calls, virtual meetings, special projects, etc.

## **Athletics**

If the disease requires classes to begin with online format for Fall 2020, we would like to continue working towards a path of starting the intercollegiate athletics seasons for various teams. Assuming that we have the option to quarantine student-athletes (which may not be viable considering the scope of the spread that enacts Contingency plan 2), a viable path exists to be able to safely isolate a cohort of student-athletes, coaches, and staff (following social distancing guidelines). Guidance from the GDPH, the Governor's COVID-19 task force, the Governor's office, the NCAA, and the Sun Belt Conference will be considered as this plan is developed.

The fiscal impact of no paid attendance (especially at football) would be immense. Considerations for a reduction in staff and other expenditure-control measures would be reviewed and adopted. Additionally, to ensure that athletic seasons continue, the housing, feeding, instruction, and transportation of student-athletes would need to be examined to ensure that all social distancing and preventative measures are addressed. Separation from the general student body and other quarantine measures will be reviewed as well.

Additional aspects of Contingency plan 2 require similar actions as those contained in Contingency plan 1. Refer to Contingency plan 1 for further information.

**CONTINGENCY PLAN 3**  
**CLASSES & OPERATIONS MUST GO TO AN**  
**ONLINE FORMAT FOR A PERIOD OF TIME**  
**DURING THE SEMESTER**



## **Workplace & Health Safety**

For situations in which all or some employees must transition between a remote and on-campus work environment, staff employees essential to those functions will continue to receive training and resources as outlined in Contingency Plan 1. The provisions of Contingency Plan 2 will apply to faculty and other employees approved to work remotely.

## **Academics & Research**

Our preparation for reopening campus for the fall 2020 semester will center around three broad contingencies: 1) reopening with social distancing expectations; 2) fall classes begin fully online; and 3) classes and operations must go to an online format for a period of time during the semester.

The “Academic and Research Reopening” document was developed based on the input from five reopening working groups consisting of the following; 1) Online/Remote Learning Working Group; 2) Undergraduate Education Working Group; 3) Graduate and Professional Education Working Group; 4) Research and Scholarship Working Group; 5) Operational Function Working Group. Additionally and as part of the USG return to campus planning document, the Public Service, Outreach, Continuing Education and Cooperative Extension Working Group report is included as Appendix C.1 due to its specific recommendations regarding how the university will engage external entities.

Our “Maximum Flexibility” plan will assure that all permutations from fully face-to-face to fully online and any hybrid or student/faculty delivery needs are covered. All course FOLIO accounts will be active with minimum expectations of faculty to upload basic course information and content. This will allow for continuity of instruction under all three contingency plans (see below on Online/Remote Instruction).

### **D2L**

#### **FOLIO Activation:**

Faculty will be asked to activate their FOLIO accounts and upload their course syllabus, policies, content, and any learning support/supplemental materials. All Georgia Southern University undergraduate and graduate courses/sections will be activated in FOLIO with the below listed elements in place by the initiation of the fall 2020 term. This will assure that every face-to-face and hybrid course can have the flexibility to move to fully online for both brief periods or for the entire semester as outlined under contingency plans 2 and 3.

- All courses activated in Folio.
- Syllabus and all course requirements, grading and course policies uploaded.
- Syllabus statement communicating to students the process of a move online if necessary.

- Faculty readiness to move online check-off list.
- Exam/proctoring recommendations.
- Recommendations on synchronous/asynchronous instruction.
- What to do with labs? Moving labs online recommendations.
- Establish minimal tech requirements for students (laptop - not chrome book) financial aid could be used to purchase.
- Student engagement quiz uploaded to establish student contact.
- Attendance verification quiz uploaded (activated only if GSU starts the fall term online/remote).
- Rolling uploading of course content as the term progresses.
- Development of student engagement modules throughout the term.
- Offline but ready to be uploaded course assessment elements as appropriate (quizzes, exams, writing assignments, etc.).
- Daily D2L (Folio) activity reports generated via business objects and made available to the GSU cabinet and USG.

Contingency plan 3 focuses on instruction transitioning between face-to-face and being fully on line in the fall term. The primary goal will be to provide a smooth and seamless transition between delivery modes and continue to provide the highest quality instruction with the ability to engage students in meaningful faculty interactions and flexible scheduling for the full array of course offerings to include clinical, laboratory, practicum and internships.

Contingency plan 3 assumes the following:

- 1) Face-to-face instruction is interrupted and a transition to fully online/remote instruction is required with the potential exemption by the state and USG for special exemption (e.g. Nursing).
- 2) All courses/sections are active in FOLIO with appropriate course materials uploaded.
- 3) Faculty will be teaching face-to-face but are able to transition to online/remote instruction but are able to come to campus for office use and can engage library learning support materials online/remotely.
- 4) Students will have appropriate devices (laptop, desktop, notebook, iPad, phone) and wifi access to engage in online/remote instruction. An existing FAQ page will be updated and provide direction for both students and faculty with regard to wifi access points and purchase/loan/lease of devices.

“Maximum Flexibility” will be key to our success with fully online course delivery. All courses are expected to have active FOLIO accounts and course materials uploaded under all contingency plans.

## **ACADEMIC INSTRUCTION**

Our maximum flexibility plan will allow a quick and efficient transition between delivery modes in the event the USG determines we need to move from face-to-face to fully online/remote curriculum delivery. Faculty will follow Contingency Plan 1: Return to campus with limited social distancing for face-to-face or hybrid courses delivery and Contingency Plan 2: Classes fully

online if required to transition based on COVID-19 resurgence. All aspects of the two plans will be followed based on the situation and guidelines provided by the USG, GDSU, CDC and WHO.

### **Clinical/Lab/Practicums:**

- Where appropriate and viable, students who can remain in their experiences should be allowed to fulfill this requirement unless the work is possible to move fully online.
- Special considerations should be allowed for those in programs that clinical/practical hours are required as part of their certification or licensure and unless the state or national governing board allows.
- Those approved and allowed in the community should be protected- PPE equipment required to the level that meets the recommendation of the setting.
- Alternative assignments and waiving of requirements provided when appropriate. In general work off-campus will not be allowed and travel from campus not approved.
- Clinical and practicum faculty coordinators and their chairs will be required to engage with programs to review established learning outcomes for clinical, internship, laboratory and practicum experiences to assure student experiences are appropriate in the online/remote environment.
- All internships, practica, field placements, and field work requirements will incorporate guidance from state agencies, accrediting bodies, certifying agencies, etc.
- Internship programs should engage more fully with the Office of Career Services to identify flexible online/remote internship opportunities.

## **RESEARCH**

The following guidelines are established to assist researchers in maintaining their research and scholarship activities if Georgia Southern University has to transition to online during the Fall 2020.

All personnel should monitor the current status of the outbreak and mitigation strategies updated by USG, state, and federal authorities. Principal investigators should consider moving to remote data collection methods where possible. If the campus is operating under social distancing practices Principal investigators and all other research personnel will follow Research Contingency Plan 1 and if circumstances change and the institution must transition to online activities principal investigators will follow Research Contingency Plan 2. Additionally, principal investigators should ensure that all research integrity protocols (IRB, IBC, or IACUC) are up to date (where applicable).

## **Student Life**

### **RESIDENCE LIFE**

**Residence Hall Occupancy:** This scenario has three options within it to be considered (within all three options, refunds to student housing would be prorated for the unused portion of stay



within the semester beginning on the designated date of departure from campus to the return to campus).

- Option 1 - We go fully online and ask students to move out because we will not return to in person instruction within the academic year.
- Option 2 - We go fully online and tell students they/their belongings can stay in the hopes of returning to in person instruction within the academic year.
- Option 3 - We go fully online for a short duration and ask students to leave for a specified amount of time (i.e. we ask them to go home for a month and then come back).

**Option 1:** If instructed to move all students out of their assigned room, we would follow the move out plan we created for our spring 2020 move out. In this plan, we created a socially distant move out for students who elected to leave, and created an exemption process for students requesting to remain on campus.

**Option 2:** In this option, we would create communication to students indicating they are able to stay on campus and/or leave their items in their residence hall room. We would track student plans through a shared platform (Google Docs, eRezLife, StarRez, etc) so we can best gauge who is on campus at any given time. We would ask student staff to remain behind to assist with managing students who remain in the halls, as well as adjust programs and engagement offerings to account for an influx of downtime for students staying on campus.

**Option 3:** In this option, we would create communication to students indicating they are to leave campus by a designated date, but may leave their belongings. We would create an exemption process, similar to the one we used for spring 2020's move out, to account for students who would need to stay behind. We would track student plans through a shared platform (Google Docs, eRezLife, StarRez, etc) so we can best gauge who is on campus at any given time. We would solicit volunteers from our student staff to remain behind for the minimal students on campus who remain. Once we are cleared to re-open, we would issue a staggered reopening to account for social distancing as students return to campus, similar to our move-in plan in scenarios two and three.

## **DINING SERVICES**

With the consideration that students may continue to live in the residence halls, regardless of a shift to on-line instruction, Dining services is planning for the same options as Contingency 1. Modifications will be made as appropriate, once a more accurate count can be obtained of the number of students/faculty/staff on campus. If students are instructed to leave student housing during the semester, refunds to Dining services would be prorated for the unused portion within the semester beginning on the designated date of departure from campus to the return to campus.

## **PARKING & TRANSPORTATION SERVICES**

If classes begin with face to face instruction and then shift to complete on-line instruction, the assumption is that residential students remain on campus. In that scenario, Parking and Transportation Services will consider operating a modified bus schedule, possibly utilizing fewer buses and routes. If classes return to face to face instruction during the semester, bus service will resume with the same parameters as Contingency 1.

## **UNIVERSITY BOOKSTORES**

### **All Stores**

- Encourage adoption of Day 1 Access for course materials to be accessed and always available through the LMS.
- Encourage early online ordering of textbooks and supplies at GSUstore.com with shipping available as well as free pick up in store or at Liberty Campus office.
- Adopt and encourage purchase of eBooks online that are digitally delivered so that no pick up of textbook is necessary.
- Determine the maximum occupancy and social distancing standards based on DPH guidelines. Designate a “gatekeeper” to keep people from entering the store once acceptable capacity has been reached.
- Place social distancing signs through the store and mark designated spacing for lines and customer being served.
- Mark textbook and other structured aisles as one way only since space doesn’t allow for appropriate social distancing.
- Space register stations and pick up lines to comply with social distancing guidelines.
- Install plexiglass protection at all public help desks and cashier stations to protect customers and employees.
- Place hand sanitizing stations at all public entries/exits.
- Provide one fabric face mask for each store employee.
- Special campus event (i.e. Fall Family Weekend, Homecoming, etc.) plans to be developed when information for such events are shared with the Store Director.
- Publicize “pack your books” if the students will be leaving campus to continue the semester online.
- Provide prepaid shipping labels provided for rental returns at the end of the term.
- Provide for a link for a buyback solution where students can sell back books that they do not need for the coming semester.

### **Statesboro Store Only**

- Designate entryways; one to be entry only and the other to be exit only.
- Place a web pick up counter just inside of the Union doors (entrance only) to limit how much of the building web pick up students will need to access.
- Offer curbside pick up with designated parking spaces to keep students from having to enter the store (Subject to parking space availability from Parking and Transportation).]

## **TECH CORNER**

Same as Contingency Plan 1

## **STUDENT SUCCESS/STUDENT SUPPORT**

Same as Contingency Plan 1

## **COUNSELING SERVICES**

### **Operations:**

1. Number of full-time counselors: 16 FTE across both main campuses.
2. Number of part-time counselors: 0
3. Current ratio of counselor FTE to spring 2020 student FTE: 1:1,625 (Based on 26,000)
4. Number of counselors who will be able to continue to serve students in their current physical space? 10
5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling) 7 (telemental health services)
6. Needs for alternate physical spaces: None
7. Current number of counselors approved to deliver tele-counseling: 18
8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.
  - Only a limited number of students will be able to engage in in-person therapy at any given hour due to the space recommendations for doing so (Not all offices are large enough to maintain 6 feet of distance between counselor and client). This will limit the number of people in the Counseling Center.
  - Distance markers will be placed between the front door and the check in desk to maintain spacing for students entering the building.
  - Chairs in the waiting room will be blocked to ensure that there is at least 6 feet of space between those sitting at any given time.
  - Students will be encouraged to wear a mask while in the center, and will be asked to use hand-sanitizer prior to using one of the waiting room intake computers.
  - Therapists will stagger picking their clients up from the waiting room to ensure traffic in the halls is limited.
  - Therapists will schedule their client for a next appointment from the therapy room, to avoid traffic at the front desk.
  - Waiting room chairs, intake computers, and telemental health offices (2) will be sprayed with disinfectant after the start of each hour.
  - The majority of services will remain virtual, including all therapy groups and drop-in workshops.
  - Screening times will be transitioned to same-day, brief appointments only.
  - No walk-in traffic will be allowed, students who feel they must speak to a counselor immediately will be connected to a telephone crisis counselor.

### **Clinical Services:**

- During periods of on-site classes, the delivery of clinical services will occur as outlined in Contingency 1. During periods of on-line only classes, clinical services will be delivered 100% remotely with staff rotating through the center for coverage.

**Outreach Programming/Community Consultations:** Consistent with Contingency 2

**Training Programs:** Consistent with Contingency 2.

*Note: Additional Student Support Services departments have developed Contingency Plans for providing student support. These departments include:*

- *Career Development*
- *Office of Multicultural Affairs*
- *Sexual Assault Response Team*
- *TRIO/Student Support Services*
- *Student Accessibility Resource Center*

Please see Appendix C.8 for a link to Student Support Services Plan 3 as well as more detailed considerations for the Counseling Center.

## **HEALTH CENTER**

Health Services will continue to adjust its service provisions to meet the guidelines of GDPH and the CDC at any given point in the semester. Policies and procedures are already in place to address service provision at any given level of COVID-19 transmission. See sections on Mitigation and Monitoring for more detailed information but going from face to face to online would mean a service delivery model very similar to Contingency 2, as outlined below.

- This means that almost all visits occur initially via telehealth, and if based on the telehealth visit, the medical provider determines that an in-person visit is required then the student will be scheduled for an in-person visit.
- Wellness/preventive health/health maintenance visits will be deferred until a later date unless time sensitive or absolutely necessary.
- Services would be limited to sick/problem-associated visits.
- All persons (patients, vendors, visitors, our staff) entering our facility will be masked, and will be screened for fever and respiratory symptoms. If fever and/or respiratory symptoms, they will not be allowed to enter unless their symptoms necessitate an in-person examination (if they are a patient). Employees with fever or symptoms will be sent home.
- To every extent possible, patients presenting to the HSC facility for care with signs/symptoms suggestive of COVID-19 will be separated from patients without those symptoms.
- Contact tracing in response to confirmed cases of COVID-19 will be performed by GDPH contact tracers within the health district of the respective campus, and a point of contact within Health Services will serve as primary liaison to GDPH.

## STUDENT ORGANIZATIONS

This section includes aspects of risk planning related to student organization engagement, recruitment, and large group activities. Various other student groups/activities connected to departments that have larger functions (i.e. Leadership & Community Engagement, Band, Cheerleading, Choral activities) can be referenced in Appendix C.3.

**Note:** This plan assumes that instruction moves to an on-line format, but that a significant number of students are still residing in our campus residence halls. If we are NOT under 'shelter in place' orders, we would continue to provide student engagement and recreation opportunities to the degree possible, considering all social distancing and sanitation requirements.

### Student Engagement

- Student orgs meet/engage/connect virtually.
- Identify and communicate the Fall schedule of virtual leadership development opportunities.
- Revamp/relax annual renewal/Wings points requirements based on the number of programs that other departments will offer.
- More content about virtual meetings via weekly email newsletter to student orgs, campus departments, and community members.
- Org/advisor consultations by virtual appointment only.
- Williams Center closed.

### Fundraisers/Recruitment

- Provide student orgs with creative ways to recruit/fundraise virtually.
- Ask orgs to submit short, promotional videos to be housed on the OSA website that promote their club/organization.
- Offer educational sessions on how to host effective virtual interest meetings.
- Org/advisor consultations by virtual appointment only.
- More content about virtual meetings via weekly email newsletter to student orgs, campus departments, and community members.
- Forego Fall Student Org Fair and host a virtual Boro Browse/Savannah Browse.
- Discontinue use of student org lockers.

### Fraternity and Sorority Recruitment

- Guidance provided by the National Panhellenic Conference and National Interfraternity Conference.
- All Greek Councils from Statesboro and Savannah (IFC, NPHC, PHA, NPHC) would host Recruitment virtually.

### Large Group Activities

- Reschedule events to the Spring semester or a later date.

## CAMPUS RECREATION

### Campus Recreation Centers (RAC-Statesboro, SRC-Savannah)

**General:** Closed

**Hours of Operation:** Recreation facilities will be closed for normal operations. Specific requests and needs for the facilities will be considered under the restrictions outlined by the CDC and any campus directive.

**Staffing Levels:** Minimal frontline staff would be required for facility monitoring (maintenance and aquatics).

**Occupancy Changes:** No occupancy

**Sanitation Practices:** Facility and equipment will receive a complete deep cleaning and sanitization once closure occurs

**Locker rooms:** Closed

**Group Fitness:** Class offerings will be made available virtually.

**Southern Adventures:** Closed

**Courts:** Closed

**Fitness Center (weights, cardio):** Closed

**Aquatic Center:** Closed

**Shooting Sports Education Center (SSEC):** Closed

**Golf Course:** During this period, the Golf Course will follow University directives. However, if allowed to stay open, the Golf Course will follow prescribed industry guidance from the PGA of America, Georgia State Golf Association, and the Golf Course Superintendents Association. Industry leaders have worked closely with state and national leadership in developing guidelines and receiving approval through the various time periods of the pandemic. This industry had limited closure during the initial onset of the virus and provides very prescriptive guidance.

**Intramural Sports:**

- Programs would be suspended with the exception of those offerings that are virtual (i.e. eSports).

**Club Sports:**

- All in person activities would be suspended.

**CO-CURRICULAR REQUIREMENTS**

Same as Contingency Plan 1

**STUDENT UNIONS & OTHER GATHERING LOCATIONS**

## Student Union

- Facility operations:
  - Building open for service-based needs/visits only.
  - Display signage on doors and interior space for hygiene/sanitizing tips, COVID symptoms/safety tips, actively promote space between others to be 6 ft. apart, encourage use of face coverings.
  - Reduce entry points to Rotunda and Faculty/Staff lot.
  - Plexiglass installed at the information desk, all common items offered will be wiped down after each use.
  - In the absence of face masks, one will be provided for student employees during their shift.
  - Recommendations from the CDC and institution will be on display throughout the building, including bathrooms, entrances, and lounge/common areas.
  - Consider further reduced hours to allow for cleaning of the building/facility.
  - Various furniture pieces will be moved or taken offline to encourage social distancing.
  - Building stairwells used one way, from 2nd floor to 1st floor.
  - Grand staircase used one way, from 1st floor to 2nd floor.
  - Direction signs will be posted to indicate traffic flow.
  - Social distance signage in all bathrooms.
  - All surfaces generally touched by individuals during basic operation should be wiped down before and after each event (event spaces), and throughout the day (open spaces).
  - Possible incorporation of sanitizing stations throughout the building.
- Event operations:
  - All events/meetings cancelled unless by approved, special circumstances.
  - All surfaces generally touched by individuals during basic operation should be wiped down before and after each event (event spaces), and throughout the day (open spaces) through Facilities with assistance of Union student staff.
- Vehicle fleet: No reservable, unless by approved special circumstances.
- Computer labs: Same as Contingency Plan 1
- Conferences
  - Either cancel the conference/event or quickly switch to an online format when possible
- Homecoming/Family Weekend/Welcome Weeks
  - Homecoming: Move to the Spring semester and connect to basketball.
  - Family Weekend: Move to the Spring semester or postpone to a later date.
  - Welcome Weeks:
    - Work with Admissions and IT to offer virtual campus tours/"Find my classes."
    - Invite campus community to offer virtual college/dept specific open houses to break up crowds/get students connected to academic college because of virtual SOAR.
    - Work with IT to update & create an interactive website to highlight FAQs, campus resources, and in-person/virtual events.
    - More focus on signage/welcome messages to direct students to visit Welcome Week website.

- Invite SOAR leaders to partner with Housing to offer mini welcome/information sessions/programs in residence halls.

## Enrollment Management

Contingency Plan 3 assumes that we will begin in Contingency Plan 1 (F2F) and switch to fully online for a portion or the complete semester. The fully online strategies are described in Contingency Plan 2 and will not be reiterated here.

### **Ability to Toggle Between Contingency Plans:**

- All enrollment-related departments will be able to toggle between contingency plan 1, 2 and 3 by ensuring staff are frequently trained on this plan and continuity of operation plans.
- Departments should be prepared to fully toggle with only a few day's notice.
- Technologies will be kept up to date and the ability to toggle between a hybrid of virtual and face-to-face functionality will be maintained for the foreseeable future. This includes working and available hardware and software, mobile phones, mifi devices, and others.
- Each office will develop clear plans for staff responsibilities should a quick move to telework be required, noting changes in tasks/projects.

## Athletics

If the disease requires classes to go to an online format for a period of time during the 2020 fall and/or spring semester, we would like to continue working towards a path of completing the intercollegiate athletics seasons of our various teams. Assuming that we could have the option to quarantine student-athletes (which may not be viable considering the scope of the spread that enacts Contingency plan 3), a viable path exists to be able to safely isolate a cohort of student-athletes, coaches, and staff (following social distancing guidelines). Guidance from the GDPH, the Governor's COVID-19 task force, the Governor's office, the NCAA, and the Sun Belt Conference will be considered as this plan is developed.

The fiscal impact of losing paid attendance to game(s) will have adverse financial implications, particularly in the sport of football. Additionally, to ensure that athletic seasons continue during a move to online instruction, the housing, feeding, instruction, and transportation of student-athletes would need to be examined to ensure that all social distancing and preventative measures are addressed. Separation from the general student body and other quarantine measures will be reviewed as well.

Contingency plan 3 requires similar actions as those contained in Contingency plan 1 and 2. Refer to Contingency plan 1 and 2 for further information.



# **TESTING, SCREENING, CONTACT TRACING, ISOLATION & NOTIFICATION**



## TESTING

For purposes of this plan, “testing” refers to performing a test on a person with COVID-like symptoms to determine whether the person has COVID-19. Based on individual patient preference and circumstances, several testing solutions are available.

For students, Student Health Services is actively investigating options for acquiring a molecular PCR testing system for performing rapid point of care testing in the health centers on both the Statesboro and Armstrong campuses. This system will produce test results within 30-40 minutes. The testing system would primarily be used for testing students presenting with COVID-like symptoms, but may occasionally be used for targeted, asymptomatic screening of high risk groups (ie, student athletes before events and travel, high-risk individuals following an exposure, etc). All regular billing procedures will apply.

Health Services may also refer students for testing through GDPH stand-up sites available in our local communities, or other local primary care providers. Additionally, specimens can be collected at Health Services and sent to reference labs. Although these options are not point-of-care or rapid, results are currently being returned within a reasonable time frame.

Faculty and staff will continue to rely on primary care providers and local health systems, in addition to the GDPH site. Testing is not mandatory before reporting for work except for certain personnel in high contact positions.

## SCREENING

For purposes of this plan, the term “Screening” refers to “syndromic screening,” which is the process of identifying symptomatic individuals in a population before they present for care and before they are confirmed to have COVID-19. Symptomatic individuals should seek care from a medical provider. At time of publication, a no-cost evaluation using the Augusta University AU ExpressCare APP on your mobile device or at <https://www.augustahealth.org/expresscare/covid-19-virtual-screening> is available. Free testing is currently available through community GDPH test sites, which can be accessed at <https://dph.georgia.gov/covid-19-testingdirect-patient-lines>

Syndromic screening methods include screening for fever (either via the screener actively measuring a person’s temperature or via the individual measuring their own temperature and reporting it to the screener) and/or screening for COVID symptoms via a screening questionnaire that queries the individual to determine if they have symptoms. Active temperature checks will be implemented only in higher risk areas (including, but not limited to, Student Health Services, Public Safety, and Dining) and in areas that have the innate capacity to apply those methods. Individuals not included in these areas are expected to self-monitor and self-isolate, as per prevailing CDC and GDPH guidelines. All employees with COVID-like symptoms are instructed not to come to work and to seek medical care.

## CONTACT TRACING

Contact tracing in response to confirmed cases of COVID-19 will be performed by GDPH

contact tracers within the health district of the respective campus, and a point of contact within Health Services will serve as primary liaison to GDPH.

## **ISOLATION**

Isolation and quarantine will be implemented in accordance with GDPH and CDC guidelines.

The Student Life Reopening Plan Residence Life sections address in detail the isolation options for a student who is unable to return home. A plan for each contingency is included in those sections. For students who cannot return home and have no other housing possibilities, considered options include:

- Prepare and utilize available bedspaces in Windward Commons and/or Compass Point on the Armstrong campus to quarantine students, transporting students from the Statesboro campus if necessary
- Reserve a block at a local hotel or apartment complex for students who need to quarantine
- Convert the second floor of Watson Commons (currently office spaces) to single bedrooms with a shared jack-and-jill style bathroom.

## **NOTIFICATION**

Employees who test positive for COVID-19 or who receive a clinical diagnosis are encouraged to report this information to their immediate supervisor as soon as possible. Supervisors should notify the designated liaison to GDPH so that the institutional plan for contact tracing and mitigation can be initiated.

Students who have received a diagnosis of COVID-19 from an off-campus provider should notify the Dean of Students so that the institutional plan for contact tracing and mitigation measures can be activated. All applicable Federal and State rules and regulations must be followed with regards to notification of illness, including but not limited to ADA, EOA, Title IX, FERPA and HIPAA. If the student is diagnosed by Student Health Services, health center staff will notify key campus stakeholders and GDPH as per the campus Mitigation and Monitoring plan.

Campus wide notifications of COVID-19 cases will generally be unnecessary. However, should a specific notification to campus be deemed appropriate based on consultation with GDPH and campus executive leadership, existing campus notification protocol will be followed.

# COMMUNICATIONS



This Strategic Communications Plan has been constructed as a broad overview of how Georgia Southern University intends to manage communications to and from its audiences, both internal and external. This communications plan has four overarching goals:

- 1) Communicate timely and accurate information to all relevant audiences
- 2) Segment relevant messages to applicable audiences
- 3) Generate tools so that communicators across campus are equipped to share information with their contact points while keeping messaging consistent
- 4) Provide appropriate and accessible outlets for two-way communication

To ensure continuity and consistency of messaging, a landing page has been established to serve as a central point for updated and accurate information flow:  
[www.georgiasouthern.edu/covid-19-information/](http://www.georgiasouthern.edu/covid-19-information/).

All communicators are reminded to include tenets of the university's brand, mission, vision and values into these communications, wherever appropriate.

The narrative summary identifies high-level strategies that will be applied to disseminate information in coordination with each working group. Action steps in alignment with these strategies can be found in the Appendix links within the narrative below.

## **Initial Return to Campus**

A Strategic Communications Plan has been constructed with the intent to communicate effectively how we will bring employees back to campus in a phased approach. As policies and plans are updated to reflect the evolving nature of the virus and its impacts on our community and our state, effective and timely communications will be vital to ensuring that our employees have a clear understanding of applicable actions to take in each phase and have confidence in the institution's responsive approach. University Communications and Marketing (UCM) will lead the strategy and will involve necessary university partners to ensure accurate and timely information is shared to all impacted audiences. All institutional communications, visual cues and directional signage will be issued and/or approved through University Communications and Marketing to ensure consistency in messaging.

Please see Appendix F.1 for communication plan details and draft messages.

## **Workplace & Health Safety**

### **Contingency Plan 1: Fall classes begin with social distancing expectations**

To ensure a successful integration of students on campus for the fall semester, it is imperative that safety guidelines and social distancing requirements are widely, frequently, and clearly communicated to our constituency groups, most notably students, faculty, staff, and campus visitors. University Communications and Marketing (UCM) will lead efforts to create and disseminate messaging to broad campus audiences. Tenets of the communication should

detail what policies are in place, provide context around the current operational status and accompanying safety practices, and how those policies will be enforced. Please see Appendix F.2 for communication plan details.

#### **Contingency Plan 2: Fall classes begin fully online**

If fall classes are held fully online, notification needs to be sent to incoming and prospective students as soon as possible. University Communications and Marketing (UCM) will lead efforts to create and disseminate messaging to broad campus audiences. Segmented messaging templates will be created to equip faculty with information and resources that can be shared with students in their classes to ensure a smooth transition to a fully-online semester start. Please see Appendix F.2 for communication plan details.

#### **Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester**

Should curriculum delivery shift mid-semester, timely and frequent communication will be critical. The website will be used as the hub where critical communications and status changes will be updated in real-time, and messaging will drive traffic back to the website for updates. University Communications and Marketing (UCM) will lead efforts to create and disseminate messaging to broad campus audiences, but other units across the enterprise will play a critical role in timely information sharing to impacted audiences. Specific communication action steps for contingency 3 will utilize a combination of contingency 1 and 2 plans as appropriate given circumstances at the time of implementation.

### **Academics & Research**

#### **Contingency Plan 1: Fall classes begin with social distancing expectations**

Should fall classes begin with social distancing expectations in place, guidelines for face-to-face academic instruction, faculty development, institutional support, and faculty and student travel, will be widely and frequently communicated primarily to faculty, and to staff and students as necessary, throughout the summer. Critical points that will be addressed in the communications include guidelines for teaching in a social/physical distancing environment, arrangements for faculty members who fall into higher-risk categories, guidelines for labs and practicums, and more. The Provost's leadership team will provide messaging content, explaining what the new guidelines are and why they are being enacted. Academic Affairs and the individual academic units will disseminate the information through a mix of channels. Please see Appendix F.2 for communication plan details.

#### **Contingency Plan 2: Fall classes begin fully online**

Should fall instruction begin fully online, the effect on/changes to academic instruction, faculty development, institutional support, and faculty and student travel will be widely and frequently communicated primarily to faculty, and to staff and students as necessary, throughout the summer. Critical points that will be addressed in the communications include the resources

faculty will need for alternate classroom arrangements, guidelines for faculty travel for scholarship, guidelines for internship requests and more. The Provost's leadership team will provide the content, explaining what the new guidelines are and why they are being enacted. Academic Affairs and the individual academic units will disseminate the information through various channels. Please see Appendix F.2 for communication plan details.

### **Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester**

Should classes begin with face-to-face instruction, but need to transition to an online format, guidelines will be shared with faculty, staff and students as soon as possible. Critical points that will be addressed in the communications will include resources faculty will need for alternate classroom arrangements, guidelines for faculty travel for scholarship and more. The Provost's leadership team will develop the guidelines, including what the guidelines are and why they are being enacted. Academic Affairs and the individual academic units will be primarily responsible for disseminating that information through various channels. Specific communication action steps for contingency 3 will utilize a combination of contingency 1 and 2 plans as appropriate given circumstances at the time of implementation.

## **Student Life**

### **Contingency Plan 1: Fall classes begin with social distancing expectations**

Communications should consider impacts to the following areas: on-campus events, housing, dining services, parking and transportation, student success, student support, and campus recreation and intramurals. University Communications and Marketing and the Student Affairs division will lead communications efforts to our primary audience - currently enrolled students - for this operating area.

Should the university begin fall classes with social distancing requirements, each area of service will be restricted to a maximum occupancy level to follow safety guidelines and maintain acceptable distance between occupants. In addition to websites, social media, and email, it will be important to also provide on-campus signage and messaging reminding students of safety guidelines and requirements as well as the enforcement presence of those guidelines. Content will be distributed by the governing office of each respective area to ensure that students can receive additional, detailed information from those overseeing the area of concern. Please see Appendix F.2 for communication plan details.

### **Contingency Plan 2: Fall classes begin fully online**

If courses begin in a fully online format, many areas of student services will be transitioned to virtual or at-distance services (i.e. dining offering to-go services, student success including online advising appointments, on-campus events transition to virtual events, student support including telehealth options) and/or restricted to low occupancy (i.e. transportation offered but at restricted routes and minimal occupants, housing waivers for freshman and optional on-campus

living with one person per unit, student support for necessary in-person health needs). In a fully online contingency, it will be vital to communicate with the students who may not reside on campus; therefore, email, website and social media will become primary resources of information. Content owners will include Student Affairs and the University Communication and Marketing teams, guiding students to specific units for additional questions and concerns. Please see Appendix F.2 for communication plan details.

### **Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester**

If, at any point, classes and operations must be moved to an online format for a period of time during the semester, communication will be key to a successful transition, and plans will be disseminated to all students immediately. Once again, digital and virtual communications efforts would become the primary approach for information dissemination, but additional on-campus signs and notifications would be necessary to ensure a clear plan for spaces that students can or cannot occupy and convey the safety guidelines that are in place. Specific communication action steps for contingency 3 will utilize a combination of contingency 1 and 2 plans as appropriate given circumstances at the time of implementation.

## **Enrollment Management**

### **Contingency Plan 1: Fall classes begin with social distancing expectations**

Communications should consider impacts to the following areas: recruitment, admissions, orientation, registration, academic advising, financial aid and support/payment, military and veteran services, and institutional research. The primary audiences for these operating areas are prospective students, currently enrolled students, parents, and recruitment essential community partners (i.e., high school guidance counselors).

Varying degrees of restrictions in each area are considered if the University begins fall classes with social distancing requirements, as each area of service will be adjusted to follow safety guidelines and maintain acceptable distance. In addition to websites, social media and email, it will be important to also provide on-campus signage and messaging reminding students, and prospective students/guests of safety guidelines and requirements while on campus. Content will be distributed by the governing office of each respective area to ensure that students can receive additional, detailed information from those overseeing the area of concern. Please see Appendix F.2 for communication plan details.

### **Contingency Plan 2: Fall classes begin fully online**

In a fully-online format in the fall, recruitment, orientation, and co-curricular retention strategies would transition to virtual services/formats (i.e., campus tours, virtual undergraduate and graduate college fairs, virtual counselor meetings for admissions and financial aid, online admissions sessions for prospective students, Bursar marketing of contactless payments). In a fully-online contingency, it will be vital to communicate and maintain engagement with currently



enrolled and prospective students, and therefore, email, websites, virtual counselor sessions, virtual events, and social media will become primary resources of information. Content will be distributed by the governing office of each respective area to ensure that students can receive additional, detailed information from those overseeing the area of concern. Please see Appendix F.2 for communication plan details.

### **Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester**

If classes and operations must be moved to an online format for a period of time during the semester, communication will be key to a successful transition, and plans will be disseminated to all students as soon as possible. Digital and virtual communications efforts would become the primary approach for information dissemination. Additional on-campus signs and communication would be necessary to ensure a clear plan for spaces that students can or cannot occupy and convey the safety guidelines that are in place, and how to continue services (recruitment visits, military VA processing) without disruption. Content will be distributed by the governing office of each respective area to ensure that students can receive additional, detailed information from those overseeing the area of concern. Specific communication action steps for contingency 3 will utilize a combination of contingency 1 and 2 plans as appropriate given circumstances at the time of implementation.

## **Athletics**

### **Contingency Plan 1: Fall classes begin with social distancing expectations**

If classes begin this fall with physical/social distancing requirements, information surrounding the university's athletic programs (including guidelines for physical/social distancing, athletic fees, potential facility restrictions and fan/media limitations, student-athlete return to campus for training and subsequent testing and travel, and possible schedule alterations) would need to be communicated as soon decisions are made. Athletics, University Communications and Marketing and University Advancement would be responsible for communicating with media, students, student-athletes, Athletics and University staff, fans and donors. The information will be communicated via the University and athletics websites, email to media, donors and season ticket holders, social media and an athletics press conference. Please see Appendix F.2 for communication plan details.

### **Contingency Plan 2: Fall classes begin fully online**

If fall classes are held fully online, Georgia Southern's athletics program would be severely impacted. Guidelines for team participation, physical/social distancing, athletic fees, potential facility restrictions and fan/media limitations, student-athlete return to campus for training and subsequent testing and travel, and possible schedule alterations, would need to be communicated as soon decisions are made. Athletics, University Communications and Marketing and University Advancement would be responsible for communicating with media, students, student-athletes, Athletics and University staff, fans and donors. The information will be communicated via the University and athletics websites, email to media, donors and season

ticket holders, social media and an athletics press conference. Please see Appendix F.2 for communication plan details.

**Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester**

If fall classes and operations go online for a period of time during the semester, consideration for athletics includes team participation, physical/social distancing, athletic fees, potential facility restrictions and fan/media limitations, student-athlete return to campus for training and subsequent testing and travel, and possible schedule alterations, would need to be communicated as soon decisions are made. Athletics, University Communications and Marketing and University Advancement would be responsible for communicating with media, student-athletes, Athletics and University staff, fans and donors. The information will be communicated via the University and athletics websites, email to media, donors and season ticket holders, social media and an athletics press conference. Specific communication action steps for contingency 3 will utilize a combination of contingency 1 and 2 plans as appropriate given circumstances at the time of implementation.

# FISCAL IMPACT



## **Workplace & Health Safety**

The gradual and staggered return to campus plan does not present any significant personnel resource needs except in the DFS area. The DFS area will be impacted the most due to services provided to maintain an appropriate hygiene level for the campus. In addition, other aspects of the re-opening may impact their services. For instance, as we change the sanitation culture, we will produce more waste products such as used PPE and food containers. As more waste products are produced, more cleaning services will be required. Therefore, some functional areas will experience a staffing shortage due to individuals having a higher risk for COVID-19 infection or leave requirements for staff caring for family members in addition to the higher workload requirements.

The workgroup developed their needs list for pre-fall and fall semester. A key priority is to maintain an uninterrupted supply chain while using standardized products when possible. Anticipated risks include price volatility of these supplies and equipment, and the availability of these items from our normal suppliers. We must prepare for cost spikes and dealing with unfamiliar suppliers. Also, some items may require longer lead times to purchase. There will be a long-term increase in certain supplies such as hand sanitizers which will continue to be a recurring cost for the foreseeable future and we anticipate increases to services such as waste hauling due to increased use of disposable and to-go containers, paper towels, and cleaning supplies.

Appendix B details the additional materials, supplies and equipment needed for staff to begin fall semester and into the actual fall semester identified by this workgroup.

## **Academics & Research**

Returning to campus in Fall 2020 under social distancing expectations creates the need for additional expenses and supplies: signage, marketing materials (print and web), sanitation stations, cleaning supplies and training for faculty and staff. At a minimum, classroom spaces, lab spaces, academic offices and meeting spaces will create a financial need for the following:

- New publicly posted guidelines for unit meetings and a communication plan will need to be distributed in print and electronic formats.
- Post published best practices for handling student-to-faculty transferred materials (e.g., scantrons, exams, papers, etc....) to prevent transmission (including seasonal flu).
- Signage posting social-distancing guidelines in all academic offices / classrooms / meeting spaces.
- Self-sanitation stations should be available for faculty, staff and students.
- Push an educational "New Normal: Protecting Others" campaign to all employees and students via email, web presence and print materials.

- Written notices should be affixed to classroom / meeting spaces indicating the volume occupancy for each classroom.
- Cleaning protocols should be posted in each classroom / meeting space.
- Post ingress, egress and directional signage to limit the amount of head-on contact between individuals.
- Schedulers of classroom space should be trained to ensure social distancing requirements are met.
- Train and educate support personnel (lab supervisors, coordinators, faculty or student assistants) on proper social distancing protocols.
- Courses and programs with clinical, practicum or internship requirements will need additional considerations, and these will vary by college / department.

In the event of either a Fully Online start of term or a Toggle to Online mid-term, the university will provide the essential technology needs for all instructional faculty and essential academic staff. Instructional faculty and academic staff will need access to a mobile device and there is the potential for an increase in hardware and software purchases. Students will need essential technology in the form of an internet enabled device. ITS has identified a low-cost laptop leasing option. The university may have an increased cost in shipping devices to students.

Appendix B details the additional materials, supplies and equipment needed for staff to begin fall semester identified by this workgroup.

## **Student Life**

The Student Life Work Group reported the fiscal impact from areas in Auxiliary Services including Housing, Dining, Transportation, Retail Services, and Health Services, from areas in Academic Affairs and Student Affairs including Counseling, Campus Recreation, Student Orgs, Student Union, Conferences, Cheer/Band/Chorus, Career Services, Multicultural Affairs, Trio/Student Support Services and Student Accessibility Resource Center.

All areas will have expenses to provide methods of sanitation and cleaning to the appropriate areas to ensure each area provides a clean and safe environment for all campus community members. Areas that will require additional PPE expense including gloves/masks are only identified as Health Services & Dining Services. All areas will have expenses to provide appropriate and sufficient communication of policies and procedures for enhanced protocol and social distancing to include, general directional signage, stanchions, floor taping for traffic routes, social distancing spaces, and other policy signage that is appropriate for each affected area. Most areas will have expenses for retrofitting spaces for point of service that include a plexi-glass shield/barrier to provide protection for frequently exposed areas of contact.

Housing will need to purchase an assignment software solution add-on module to plan Operation Move-In successfully with additional requirements. Housing will need a dedicated

floor in a residential facility, Watson Hall to use as a quarantine space to ensure proper response for any affected residents. This conversion of the facility will require renovation expenses. Housing will require an additional expense of adding Digital Outreach Technical Hardware to move all full time staff and housing residential assistants online for resident support. This expense would only be required for Contingency Plans 2&3. Dining will need to purchase paper products for accommodating an increase in availability of “To-Go” order options. Dining will need to purchase additional devices to support the transition to a cashless operation and accommodate the increased card swipes by customers.

Student Wellness & Health Promotion will need to purchase screens/dividers and tent shades for events. Multicultural Affairs and Student Accessibility Resource Center will need to purchase web cams for adding capability of online communication. Trio/Student Support Services will require purchase of technical hardware including printers and laptops to enable remote work and provide services to students. This expense would only be required for Contingency Plans 2&3.

Appendix B details the additional materials, supplies and equipment needed for staff to begin fall semester identified by this workgroup.

## **Enrollment Management**

### **Undergraduate Admissions**

Admissions is considering adding additional technologies available from existing and potential new vendors to expand virtual offerings including a self-guided walking tour with StudentBridge.

Approximately \$660,000 has been committed through need-based aid to new freshmen. Funded primarily by the Housing Foundation, but also with funds from Corvias, these dollars are restricted to students living on campus. If a student does not live on campus and has financial aid need, we would have to consider replacing that award (\$1,000 and \$2,000 one-time, split between fall and spring terms) with other private institutional dollars that could be applied toward tuition/fees.

### **Jack N. Averitt College of Graduate Studies**

From the graduate perspective, we have already discussed how to supplement recruiting with no additional dollars. We will need to refocus how we use our GAs and program directors with our contingency plans. The unknowns are the costs of participating in virtual student fairs.

Appendix B details the additional materials, supplies and equipment needed for staff to begin fall semester identified by this workgroup.

## **Communications**

The implementation of either contingency plan does not present any additional resources needed in regards to personnel, materials, supplies or equipment. University Communications and Marketing will take the lead on all communications to campus, but other offices and individuals would play a critical role in explaining what the rules are, why they have been enacted, and what consequences there may be for violators. University Communications and Marketing will use all regular communication channels such as email, social media and websites. In addition they will utilize all other avenues currently in place to educate the University community to include video presentations/messaging, signage around the campuses and at the entrances to campuses, MyGS messaging, PDFs for sharing, webinars, virtual events, reminders on digital signage on the campuses, graphics on the background of all computers on the campuses, postcards mailed to home addresses, and cling stickers on walkways and sidewalks.

This workgroup did not identify any additional cost for materials, supplies or equipment that is not already accounted for in the Workplace and Health Safety workgroup.

## **Athletics**

A majority of the decisions made will be in accordance with GDPH, USG, NCAA and Sun Belt Conference guidance and direction in order to return to regular competition while keeping student athletes, athletic staff and patrons safe. The major area of fiscal impact will be the testing of student athletes and the acquisition of safety equipment and supplies in order to ensure all sports facilities are disinfected often and remain a safe environment. Student athletes participating in athletic events will most likely be subject to COVID-19 testing to ensure the safety of Georgia Southern athletes as well as opponents' safety. A preliminary testing plan has been developed at this time and preliminary estimates established. The most significant expense is expected to be weekly testing of all athletes participating in fall sports. Testing will not begin until competition starts in the middle of August and will go to the middle of December, which is essentially around 18 weeks. PPE will be needed on a large scale to supply all staff involved in the operations of all athletic events. The staff participating in events consists of coaches, athletic training staff, administrative staff, marketing and media, custodial, and others. Equipment and supplies used for disinfecting the facilities and as preventive measures, such as sanitizer dispensers and foggers. Guidance from other agencies on factors such as attendance and social distance requirements and practices will aid in estimating associated costs.

Appendix B details the additional materials, supplies and equipment needed for staff to begin fall semester identified by this workgroup.

# APPENDIX





## APPENDIX A: COMMITTEE MEMBERSHIP

### Georgia Southern University Reopening Planning Group

The members of the Georgia Southern University Reopening Planning Group are representative of a broad university community. While the attached list comprises the named members of the working groups, this is not an exhaustive list of all individuals who have had input in this process. As representatives, these members are responsible for engaging with their represented groups to gather information and to ensure that all areas of the university are considered and included in the final reopening plan.

#### Kyle Marrero, President

Alexis Stinson	Chuck Hodges	Julie Gerbsch	Michele
Alisa Leckie	Cindy Durden	Kate Twining	McGibony
Allison Lyon	Cinnamon Dowd	Keith Roughton	Nick Scull
Amber Culpepper	DeAnn Lewis	Keith Strigaro	Patricia Holt
Amy Ballagh	Debbie Walker	Kelly Close	Patrick Lancaster
Amy Clines	Deborah Thomas	Kelly Nilsson	Paul Barnes
Amy Heaston	Delena Gatch	Kelly Woodruff	Peter Berryman
Amy Smith	Derrick Davis	Ken Gassiot	Peter Blutreich
Andres Carrano	Diana Cone	Kendria Lee	Rami Haddad
Andrew Flatt	Diane Badakhsh	Kevin Chambers	Rand Ressler
Andrew Hansen	Dominique	Kristin Boylston	Randi Sykora
Angela Harn	Halaby	Lance McBrayer	Rebecca Carroll
Annalee Ashley	Donna Brooks	Larry Mays	Reggie Simpkins
Ashlea Anderson	Doris Mack	Laura	Risa Cohen
Ashley Walker	Dot Kempson	McCullough	Rob Whitaker
Asli Aslan	Dustin Anderson	Laura Regassa	Robert Batchelor
Ava Edwards	Eddie Mills	Li Li	Ron Stalnaker
Brandy Clouse	Eleanor Haynes	Lisa Bridges	Ryan Heins
Brandy Waters	Emily Dove	Lisa Carmichael	Ryan Schroeder
Brenda Blackwell	George Fredrick	Mahmoud	Sam Robinson
Brian DeLoach	Greg Crawford	Baniasadi	Sara Plaspohl
Brooke Salter	Helen Bland	Marcya Barriero	Scot Lingrell
Bryan Johnston	Holly Camacho	Mark Whitesel	Shelly Salter
Candace Griffith	Jared Benko	Matt Horst	Sheryl Lewis
Carl Reiber	Jason Slone	Matthew	Sonya Chance
Caroline James	Jeff Blythe	Compton	Steve Rossi
Cassie Morgan	Jeff Yawn	Matthew Pulliam	Steve Vives
Checo Colon	Jenna Adams	Matthew Shingler	Stuart Tedders
Gaud	Jennifer Syno	Maura Copeland	TaJuan Wilson
Cheryl Lewis	Jennifer Wise	Maxine Bryant	Thomas Mikell
Chris Camiscioli	Jill Forehand	Megan Heins	Tifani Pool
Chris Curtis	Jodi Caldwell	Melanie Miller	Tracey Mingo
Chris Geyerman	Joey Reeves	Melanie Mosley	Tracy Ham
Chris Olson	John Lester	Melissa Joiner	Tracy Linderholm
Christine	Jolyon Hughes	Michael Murphy	Trina Smith
Ludowise	Joseph Telfair		Trip Addison

Virginia LeGree-  
Parks

Wallace Brown  
Walt Jenkins

Wendy Woodrum  
William Gammon

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Amy Heaston  
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Andrew Hansen  
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Ashley Walker  
Asli Aslan  
Brenda Blackwell  
Candace Griffith  
Caroline James  
Checo Colon Gaud  
Chris Curtis  
Christine Ludowise  
Chuck Hodges  
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Debbie Walker  
Deborah Thomas  
Delena Gatch  
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Doris Mack  
Dustin Anderson  
Eleanor Haynes  
Ellen Hamilton  
George Fredrick  
Helen Bland  
Jason Slone  
Jenna Adams  
Jennifer Syno  
Jolyon Hughes  
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Kelly Woodruff  
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Rand Ressler  
Randi Sykora  
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Lance McBrayer  
Asli Aslan  
Mahmoud Baniasadi  
Risa Cohen  
Matthew Compton

Jolyon Hughes  
Michele McGibony  
Brenda Blackwell  
Tracy Linderholm  
Robert Batchelor  
Andrew Hansen  
Alisa Leckie  
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Li Li  
Rand Ressler

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Diana Cone, *Team Lead*

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Candace Griffith  
Diane Badakhsh  
Lisa Carmichael  
Melissa Joyner

Doris Mack  
Matthew Shingler  
Delena Gatch

## Workplace and Health Safety Committee

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Ron Stalnaker, Co-Chair  
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Amy Smith  
Annalee Ashley  
Brandi Waters  
Brandy Clouse  
Brian DeLoach  
Carl Reiber  
Diana Cone  
Eddie Mills

Eleanor Haynes  
Greg Crawford  
Jeff Yawn  
John Lester  
Julie Gerbsch  
Katie Twining  
Kelly Close  
Kelly Nilsson  
Kelly Woodruff  
Ken Gassiot  
Larry Mays  
Laura McCullough

Matt Horst  
Maura Copeland  
Megan Heins  
Patricia Holt  
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Rebecca Carroll  
Ron Stalnaker  
Sonya Chance  
Stuart Tedders  
TaJuan Wilson  
Thomas Mikell  
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Carl Reiber  
Eddie Mills  
Jeff Yawn  
Greg Crawford

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Larry Mays  
Maura Copeland  
Patricia Holt  
Rebecca Carroll  
Ron Stalnaker  
Stuart Tedders  
TaJuan Wilson

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Kelly Woodruff  
Amber Culpepper

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Larry Mays  
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### **Travel Subcommittee**

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Brian DeLoach  
Julie Gerbsch

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Ken Gassiot  
Larry Mays  
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Rebecca Carroll  
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### **Enforcement Practices Subcommittee**

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Rebecca Carroll  
Ron Stalnaker  
Ken Gassiot

Larry Mays  
Maura Copeland  
Patricia Holt

## **Public Service, Outreach, Continuing Education, and Cooperative Extension Committee**

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Kendria Lee

Diane Badakhsh  
Kristin Boylston  
Dot Kempson

Marcya Barriero  
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Derrick Davis

Christine Ludowise  
Jodi Caldwell  
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## **Enrollment Management Committee**

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Amy Ballagh  
Ashlea Anderson  
Amy Clines  
Amy Smith  
Alexis Stinson  
Ashley Walker

Chris Camiscioli  
Cindy Durden  
Chris Olson  
Cassie Morgan  
Dot Kempson  
George Fredrick  
Holly Camacho  
Jennifer Syno  
Lisa Bridges

Christine Ludowise  
Mark Whitesel  
Ryan Heins  
Tracey Mingo  
William Gammon  
Ava Edwards  
Jill Forehand  
Wendy Woodrum

## **Athletics Committee**

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Keith Roughton  
Joey Reeves  
Laura McCullough  
Kelly Nilsson

Sam Robinson  
Kate Twining  
Larry Mays  
Bryan Johnston  
Tracy Ham  
Brandy Clouse

Nick Scull  
Patrick Lancaster  
Emily Dove  
Chris Geyerman

## **Communications Committee**

John Lester, *Chair*  
Brandi Waters  
Annalee Ashley  
Keith Strigaro

Jennifer Wise  
Cinnamon Dowd  
Michael Murphy  
Angela Harn

Ava Edwards  
Bryan Johnson

## **Fiscal Impact Committee**

Rob Whitaker, *Chair*  
Thomas Mikell  
Wendy Woodrum  
Sheryl Lewis  
Brooke Salter  
Matthew Pulliam  
Jared Benko

Melanie Mosley  
Jeff Blythe  
Eddie Mills  
Cindy Durden  
Emily Dove  
Trina Smith  
Brandi Waters

Annalee Ashley  
Virginia Legree-Parks  
Paul Barnes  
DeAnn Lewis

## APPENDIX B: FISCAL PLANNING

Initial Return to Campus - Equipment Needs (Estimates take us to start of Fall)					
Business Unit	Items	Quantity On Hand	Quantity Needed	Qty Description	Comments
<b>Workplace and Health Safety (Initial Return)</b>					
Health Services	Gloves(x-small)	-	7	Cases	
Health Services	Gloves (small)	-	8	Cases	
Health Services	Gloves (medium)	-	9	Cases	
Health Services	Gloves (large)	-	25	Cases	
Health Services	Gloves (x-large)	-	32	Cases	
Health Services	Gloves (XXL)	-	1	Cases	
Health Services	Isolation Gowns	-	54	packs	
Health Services	Masks	-	165	boxes	
Health Services	Hand Sanitizer	-	19	Cases	
Health Services	Cavity Wipes	-	5	Cases	
Health Services	Lysol	-	19	Cases	
Health Services	Computers (laptops)	-	10		
Health Services	Computer Monitors- Providers	-	7		
Health Services	Web Cam - Providers	-	10		
Health Services	Breath Shields(8 )	-	8		
Health Services	Disposable Eye Patches(1 pack)	-	1	packs	
Health Services	Clorox (5 gallons)	-	2	Gallons	
Health Services	hydrogen peroxide	-	2	Gallons	
Health Services	Protex Cleaner	-	5	Gallons	
Health Services	Alcohol Pads	-	12	Boxes (200pads/box; 20 boxes/case)	
Health Services	Strep Tests Kits	-	14	Additional kits	
Health Services	Flu Test Kits	-	8	Additional kits	
Health Services	Mono Tests Kits	-	8	Additional kits	
Health Services	N95 Masks	-	160	Additional boxes	
Health Services	Tents (2)	-	2		
Health Services	Thermometer Probe Covers	-	30	Additional boxes	
Health Services	Hand Soap	-	3	Cases	



## APPENDIX B: FISCAL PLANNING

Initial Return to Campus - Equipment Needs (Estimates take us to start of Fall)					
Business Unit	Items	Quantity On Hand	Quantity Needed	Qty Description	Comments
Health Services	Cepheid GeneXpert Test four-door test system	-	4	Minimum of 1,200 tests	\$35,000 per system; does not include reagent costs, which are reimbursable by insurance and self-pay billing (3 Statesboro, 1 Armstrong, may be able to use 2 door.
Campus-wide	10-ft a to b USB cables (will turn doc cameras in classrooms into webcams	-	100	each	
Campus-wide	Mouse Pads	-	1,500	each	
Campus-wide	Hand Sanitizer stations (public areas)	-	600	dispensers	Plus associated refills. (Athletics 15)
Campus-wide	Hand Sanitizer (office suites)	-	150	containers (gallon pump)	Plus associated refills
Campus-wide	Disinfectant Cleaner (computer labs, office suites, front counters)	-	100	Gallons	Plus associated refills, spray bottles, and rags
Campus-wide	Gloves	-	400	boxes	Various sizes
Campus-wide	Floor decals (reminders - "maintain your social distance")	-	1,800	decals	Assumption - 9 main hallways per building @ 200 buildings
Campus-wide	Floor decals (social distancing markers)	-	600	decals	Assumption - front/service/walkup desks with 4 markers each
Campus-wide	Directional Signage (stairwells, elevators, entrances)	-	4,200	signs	Assumes entryways, elevators, stairwells at a total of 21 per building @ 200 buildings
Campus-wide	Plexiglass Protection Installation (front desk/service desk areas)	-	186	each	Includes all front desk/service desk/office reception areas as listed in Banner, plus a % to account for mislabeled spaces. Added 30 for EDS. Added CRI. 10 for concessions. Includes Health Services.
<b>Workplace and Health Safety (Fall Semester)</b>					
Health Services	Gloves(x-small)	-	7	Cases	
Health Services	Gloves (small)	-	8	Cases	
Health Services	Gloves (medium)	-	9	Cases	
Health Services	Gloves (large)	-	25	Cases	
Health Services	Gloves (x-large)	-	32	Cases	
Health Services	Gloves (XXL)	-	1	Cases	
Health Services	Isolation Gowns	-	54	Packs	

## APPENDIX B: FISCAL PLANNING

Initial Return to Campus - Equipment Needs (Estimates take us to start of Fall)					
Business Unit	Items	Quantity On Hand	Quantity Needed	Qty Description	Comments
Health Services	Masks	-	165	Boxes	
Health Services	Hand Sanitizer	-	19	Cases	
Health Services	Cavity Wipes	-	5	Cases	
Health Services	Lysol	-	19	Cases	
Health Services	Clorox (5 gallons)	-	2	Gallons	
Health Services	hydrogen peroxide	-	2	Gallons	
Health Services	Protex Cleaner	-	5	Gallons	
Health Services	Alcohol Pads	-	1	Case	
Health Services	Strep Tests Kits	-	13	Additional kits	
Health Services	Flu Test Kits	-	7	Additional kits	
Health Services	Mono Tests Kits	-	7	Additional kits	
Health Services	N95 Masks	-	160	Additional boxes	
Health Services	Thermometer Probe Covers	-	30	additional boxes	
Campus-wide	Hand Sanitizer stations (public	-	500	cases	Refills - assume 1 refill per month
Campus-wide	Hand Sanitizer (office suites)	-	150	containers (gallon pump)	Refills - assume 1 refill per
Campus-wide	Disinfectant Cleaner (computer labs, office suites, front counters)	-	200	Gallons	Refills - assume 1 refill every two weeks
Campus-wide	Gloves	-	400	boxes	Various sizes
Campus-wide	Floor decals (reminders - "maintain your social distance")	-	200	decals	Replacements for damaged decals
Campus-wide	Floor decals (social distancing markers)	-	50	decals	Replacements for damaged decals
Campus-wide	Directional Signage (stairwells, elevators, entrances)	-	100	signs	Replacements for damaged decals
Campus-wide	Signage for guidelines and best practices/protocols		400	signs	
<b>Academic &amp; Research</b>					
Academic Affairs	Laptop/Mobile Devices	-	400	\$500,000	
<b>Public Service, Outreach, Continuing Education &amp; Cooperative Extension</b>					
Materials, Supplies and Equipment provided for in other workgroups.					
<b>Student Life</b>					

## APPENDIX B: FISCAL PLANNING

Initial Return to Campus - Equipment Needs (Estimates take us to start of Fall)					
Business Unit	Items	Quantity On Hand	Quantity Needed	Qty Description	Comments
ASC-Student Success	Rental/Lease Option for Student Computers-Technical Hardware (\$150 each)	-	20	\$0	No cost to University. Students access service through bookstore.
Campus Recreation	Purchase of Stanchions	-	1	\$9,000	
Campus Recreation	Sanitation/Cleaning Supplies (Unit)- Electrostatic Sanitizing Sprayer, Solution, Chemicals, Gym Wipes	-	1	\$21,200	
Dining	Devices allowing card swipes by customers	-	56	\$18,200	
Dining	Paper products for "to-go" order (Unit For Entire Semester)	-	1	\$325,000	
Housing	Cost of Quarantine Facilities-Renovation of Watson 2nd Floor	-	1	\$150,000	Additional option is hotel block rental, but not preferred over in house option
Housing	Digital Outreach Technical Hardware (\$150 each)	-	200	\$30,000	Contingency plan 2 & 3 only.
Housing	StarRez Software (Assignment Software for Housing OMI)	-	1	\$12,400	
Student Affairs	Webcams-Staff Full Time & GAs (Unit)	-	2	\$420	Multicultural Affairs and SARC
Retail	Plexiglass Shield Installation for Registers	-	1	\$3,000	
Student Activities	Homecoming Signage-Increase in Display-bus signs, banners, window clings	-	1	\$6,500	
Student Activities	Weeks of Welcome Signage-Increase in Display-bus signs, banners, window clings	-	1	\$6,500	
Student Wellness	Screen/Dividers & Sun Shades for Tents	-	1	\$515	
Transportation	Fogger for Disinfecting Busses	-	1	\$0	Provided by First Transit vendor
Transportation	Sanitation/Cleaning Supplies (Unit)	-	1	\$0	Provided by First Transit vendor
Trio	Technical Hardware (Laptops, Printers)	-	1	\$4,000	
Enrollment Management					

## APPENDIX B: FISCAL PLANNING

Initial Return to Campus - Equipment Needs (Estimates take us to start of Fall)					
Business Unit	Items	Quantity On Hand	Quantity Needed	Qty Description	Comments
Admissions	Student Bridge (Self-guided walking tour - virtual)	1	1	15,000	Admissions to absorb.
<b>Athletics</b>					
Athletics	Rubber Gloves	5 boxes	2 cases	\$450	
Athletics	Masks	0	600	\$1,500	Enough to supply staff for all games if desired
Athletics	Face shields	0	40	\$160	
Athletics	Tyvek suit	0	25	\$400	
Athletics	Goggles	0	10	\$200	
Athletics	Shoe Covers	0	50	\$50	
Athletics	Fogger machine	0	4	\$2,000	
Athletics	Cepheid GeneXpert Test four-door test system	-	1	Minimum of 1,200 tests	\$35,000 per system; does not include reagent costs, which are reimbursable by insurance and self-pay billing.
Athletics	Disinfectant spray-1 gallon	0	25	\$500	
Athletics	Disinfectant wipes	0	25	\$450	
Athletics	Testing	0		\$270,000	1 test machine plus cost of test for
<b>Communications</b>					
Materials, Supplies and Equipment provided for in other workgroups.					

# APPENDIX C.1: REOPENING PUBLIC SERVICE

## CONTINGENCY PLAN 1

### Public Service/Outreach/Continuing Education

#### *What falls into this category?*

Conferences, CE Courses, Events – business and personal, camps, testing, recruitment events, student tours, SOAR, Scholar's Day, legislative visits, industry visits, economic development visits, political events related to election year, college advisory boards, small business development groups, intramural activities like at shooting sports center, competitions, announcements like ribbon cuttings or historical marker dedications, organizational drives like Red Cross, performances, fund raising drives, school groups visiting museum, garden or wildlife center.

#### *When do our employees initiate in-person outreach related to these functions?*

Employees initiate or respond to requests for meetings with academic and other departments on-campus to discuss or plan conferences, courses/programs, or youth camps. Meetings with external clients who want to host a meeting or event on-campus are often done in person so the client can tour the space(s) that will be used for their event. Employees also interact with the public while programs, conferences and meetings are taking place. Employees may host guests, provide information, and interact with on-campus or venue (hotel) employees as they coordinate an event. They may provide tours to guests. Employees will respond to clients as requested but will need to follow all public health protocols for social distancing and possibly covering the face. Recommend phone conversations or virtual tours of space through zoom or google hangouts.

#### *Do employees follow institutional guidelines or city/regional guidelines for satellite/off campus locations?*

Campus partners follow the institutional policies and guidelines but will follow city or regional policies where needed such as alcohol permits and hotel policies. Practices governing programs and activities will follow the recommendations/guidelines of the CDC, GPH, the Governor's Office, and the USG – pertaining to whether we can allow external events on campus and the limits/restrictions placed on all events (i.e. PPEs, social distancing, number of peoples allowed at an event, etc.). GSU will follow all safety protocols for employees and if external groups are allowed, the external group should provide PPEs for their attendees as required by the recommendations in place at that time.

## **What are the policies, guidelines and practices governing these programs/activities in Fall 2020?**

Georgia Southern will follow CDC, GDPH, the Governor's Office, the USG, and institutional guidelines. If we are open, we will reduce the number of occupants in one place and add sanitizing stations. Further measures might include controlling access to spaces by having one point of access. No buffet meals will be served but box lunches can be provided if food is needed at the event. Utilize directional signs to keep traffic flow moving and restrict congestion.

### ***Do we restrict by size?***

Yes, we will follow all CDC, GDPH, Governor's Office, and USG guidelines. The number of occupants will depend on the square footage of the room and the social distancing recommendations at the time. For precautionary measures, we should be scheduling events/activities in large enough spaces and limiting the size of events that we schedule to allow for anticipated social distancing needs. It will be important to consider use of spaces such as lobby areas and restrooms. Meeting participants will need to sign an agreement form indicating that they understand the restrictions. Clients will come to campus at their own risk.

### ***Do we have essential meetings only?***

We will follow all social distancing recommendations and move forward with events that can comply.

### ***Are there certain programs/activities we will allow and others we restrict?***

If we are open, we will ask all clients to follow the social distancing recommendations by the CDC. We may restrict activities where social distancing would be impossible such as cheerleading camps, lego camps, etc. These types of events require close interaction and we would need to cancel or postpone these types of events.

### ***Will we allow outside groups to use our facilities in Fall 2020? If so, under what circumstances?***

Yes, we will allow outside groups to use our facilities as we have in the past as long as all CDC and GDPH guidelines are followed to ensure the personal safety of the employees and the guests. They will also be told that their event may be cancelled or modified with short notice as the situation with the virus evolves throughout the fall.

### ***Will we have guidelines for groups who wish to use our facilities in Fall?***

We will ask all groups to follow the CDC, GDPH, Governor's Office, and USG guidelines. Contracts will clearly state that events may be cancelled on short notice due to COVID-19.

### ***Will we restrict the size of outside groups?***

Yes, we will determine size based on the square footage of the space and the CDC and GDPH guidelines that are in place at the time.

### ***Will there be cleaning/mitigation requirements?***

Yes. All surfaces generally touched by individuals during an event should be wiped down before and after each event. We recommend adding sanitizing stations outside each space and require each space be cleaned between use. This may result in limited use of some spaces due to the time needed to sanitize between events. The committee noted that enforcing cleaning may be a problem. Spaces like the incubators will be difficult to monitor because the clients have access to the spaces 24 hours a day. There are some shared spaces that anyone can use and it will be difficult to monitor the cleaning of those areas.

## **CONTINGENCY PLAN 2**

### ***What falls into this category?***

Conferences, CE Courses, Events – business and personal, camps, testing, recruitment events, student tours, SOAR, Scholar's Day, legislative visits, industry visits, economic development visits, political events related to election year, college advisory boards, small business

development groups, intramural activities like at shooting sports center, competitions, announcements like ribbon cuttings or historical marker dedications, organizational drives like Red Cross, performances, fund raising drives, school groups visiting museum, garden or wildlife center

### ***When do our employees initiate in-person outreach related to these functions?***

Employees will need to discuss client needs through phone conversations or virtual meetings like zoom

### ***Do employees follow institutional guidelines or city/regional guidelines for satellite/off campus locations?***

Events will be postponed with the move to online/remote activities. Rescheduling will occur when it is safe to have individuals on campus again.

### ***What are the policies, guidelines and practices governing these programs/activities in Fall 2020?***

Georgia Southern will follow CDC, GPH, the Governor's Office, the USG, and institutional guidelines. Programs and events will be postponed with the move to online/remote activities. Rescheduling will occur when it is safe to have individuals on campus

### ***Do we restrict by size?***

With the move to online/remote activities, events will be postponed until it is safe to have individuals on campus.

### ***Do we have essential meetings only?***

If minimal operations are in place, we will restrict operations to only those essential personnel on campus and adhering to all social distancing protocols.

### ***Are there certain programs/activities we will allow and others we restrict?***

If minimal operations are in place, we will restrict operations to only those essential personnel on campus and adhering to all social distancing protocols

### ***Will we allow outside groups to use our facilities in Fall 2020? If so, under what circumstances?***

Events will be postponed or cancelled until it is safe to resume activities on campus.



### ***Will we have guidelines for groups who wish to use our facilities in Fall?***

We will ask all groups to follow the CDC, GDPH, Governor's Office, and USG guidelines. Contracts will clearly state that events may be cancelled on short notice due to COVID-19.

### ***Will we restrict the size of outside groups?***

Groups will not be permitted on campus until it is safe to do so.

### ***Will there be cleaning/mitigation requirements?***

Clients will not be on campus.

## **CONTINGENCY PLAN 3**

### ***What falls into this category?***

Conferences, CE Courses, Events – business and personal, camps, testing, recruitment events, student tours, SOAR, Scholar's Day, legislative visits, industry visits, economic development visits, political events related to election year, college advisory boards, small business development groups, intramural activities like at shooting sports center, competitions, announcements like ribbon cuttings or historical marker dedications, organizational drives like Red Cross, performances, fund raising drives, school groups visiting museum, garden or wildlife center

### ***When do our employees initiate in-person outreach related to these functions?***

Employees will follow all public health protocols for social distancing in place at the time.

### ***Do employees follow institutional guidelines or city/regional guidelines for satellite/off campus locations?***

Campus partners follow the institutional policies and guidelines but will follow city or regional policies where needed such as alcohol permits and hotel policies. Practices governing programs and activities

will follow the recommendations/guidelines of the CDC, GDPH, the Governor's Office, and the USG - pertaining to whether we can allow external events on campus and the limits/restrictions placed on all events (i.e. PPEs, social distancing, number of peoples allowed at an event, etc.). GSU will follow all safety protocols for employees and if external groups are allowed, the external group should provide PPEs for their attendees as required by the recommendations in place at that time

### ***What are the policies, guidelines and practices governing these programs/activities in Fall 2020?***

Georgia Southern will follow CDC, GDPH, the Governor's Office, the USG, and institutional guidelines.

### ***Do we restrict by size?***

Yes it may be necessary to restrict the size of groups in order to comply with all CDC, GDPH, Governor's Office and USG guidelines. Individuals will only be on campus when it is safe to do so.

### ***Do we have essential meetings only?***

If we are open, we will allow all events but follow CDC and GDPH guidelines. If we are remote/online, we will postpone events.

### ***Are there certain programs/activities we will allow and others we restrict?***

If we are open, we will allow all events that can comply with CDC and GDPH guidelines. If we are remote/online, we will postpone events.

### ***Will we allow outside groups to use our facilities in Fall 2020? If so, under what circumstances?***

If we are open, outside groups may host events by following all CDC and GDPH guidelines. In the event activities are moved to remote/online, events will be cancelled or postponed until it is safe to return to campus.

### ***Will we have guidelines for groups who wish to use our facilities in Fall?***

We will ask all groups to follow the CDC, GDPH, Governor's Office, and USG guidelines. Contracts will clearly state that events may be cancelled on short notice due to COVID-19.

### ***Will we restrict the size of outside groups?***

We will ask all groups to follow the social distancing guidelines set by the CDC, GDCPH, USG and the institution.

### ***Will there be cleaning/mitigation requirements?***

Yes. All surfaces generally touched by individuals during an event should be wiped down before and after each event. We recommend adding sanitizing stations outside each space and require each space be cleaned between use. This may result in limited use of some spaces due to the time needed to sanitize between events. The committee noted that enforcing cleaning may be a problem. Spaces like the incubators will be difficult to monitor because the clients have access to the spaces 24 hours a day. There are some shared spaces that anyone can use and it will be difficult to monitor the cleaning of those areas.

## SUPPORT SERVICES: CONTINGENCY 1

**DEPARTMENT: Counseling Center****Overarching information:**

\*Counseling centers should submit the following as part of their plan for fall operations:

- 1. Number of full-time counselors:** 16 FTE across both main campuses.
- 2. Number of part-time counselors:** 0
- 3. Current ratio of counselor FTE to spring 2020 student FTE:** 1:1,625 (Based on 26,000)
- 4. Number of counselors who will be able to continue to serve students in their current physical space?** 10
- 5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling)** 7 (telemental health services)
- 6. Needs for alternate physical spaces:** None
- 7. Current number of counselors approved to deliver tele-counseling:** 18
- 8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.**
  - Only a limited number of students will be able to engage in in-person therapy at any given hour due to the space recommendations for doing so (Not all offices are large enough to maintain 6 feet of distance between counselor and client). This will limit the number of people in the Counseling Center.
  - Distance markers will be placed between the front door and the check in desk to maintain spacing for students entering the building.
  - Chairs in the waiting room will be blocked to ensure that there is at least 6 feet of space between those sitting at any given time.
  - Students will be asked to wear a mask while in the center, and will be asked to use hand-sanitizer prior to using one of the waiting room intake computers.
  - Therapists will stagger picking their clients up from the waiting room to ensure traffic in the halls is limited.
  - Therapists will schedule their client for a next appointment from the therapy room, to avoid traffic at the front desk.
  - Waiting room chairs, intake computers, and telemental health offices (2) will be sprayed with disinfectant after the start of each hour.
  - The majority of services will remain virtual, including all therapy groups and drop-in workshops.
  - Screening times will be transitioned to same-day, brief appointments only.
  - No walk-in traffic will be allowed, students who feel they must speak to counselor immediately will be connected to telephone crisis counselor

**9. Resources needed to stand up a fully operational counseling center for fall with the alternate delivery options.**

Resource	Purpose	Cost
Hand sanitizer dispensers & hand sanitizer	self-explanatory	\$54 (dispensers) \$600 (8 gallons)
Face masks for counselors & each client/visit	Per American College Health Association guidance	\$850 (masks)
Disinfectant spray for chairs, Intake computers, telehealth rooms	Per American College Health Association guidance	\$300
Possible screens for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in	\$ 415

**10. What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

- The American Psychological Association has made available a free, 8 hour training course on the provision of telemental health services. All current clinicians (including our new hire set to start 8/1) have received telemental health training. All trainees will be required to receive telemental health training prior to beginning to provide such services.

**11. What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in service delivery	2 weeks prior to semester start	Executive Director (to be shared w/ website coordinator & social media coordinator)	<ul style="list-style-type: none"> <li>Services offered</li> <li>How to schedule services</li> <li>Crisis response options</li> </ul>	<ul style="list-style-type: none"> <li>Email push to all current clients</li> <li>Update on our website &amp; social media</li> </ul>
Mid-semester change in service delivery	ASAP	"	"	"

**12. What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

An addendum to the Counseling Center P & P manual has already been written to provide the expectation and procedures for conducting telemental health intakes, therapy sessions, and psychiatric services. This procedure addresses the necessary training any staff member would need prior to the provision of mental health services. An additional addendum will need to be written to address how staff will be staggered to work remotely, should that become necessary.

**13. Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

All staff can now work remotely if the Counseling Center is providing telemental health services only. However, during times of on-line classes only, a minimum of 2 clinicians and 1 staff member should be available in the office during operating hours. All staff work is tracked via their schedule in Titanium. Supervisors are able to monitor staff performance via Titanium. In addition, supervisors can provide weekly meetings with their supervisees via the same platform used for telemental health. There are no additional supervisory responsibilities that result from staff working remotely.

**What additional equipment is necessary, if any, to move staff to telework?** None.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** See above. Clinician schedules can be created so that they rotate on-site verses remote work, thus maintaining a minimum CC staff presence when necessary.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** The Doctoral Internship program begins on August 3. Thus, our new Doctoral Interns (4) and the training committee will need to be on campus. In addition, because therapeutic services are provided during semester breaks, front office staff, and a skeleton clinical staff will need to be on campus continuously. Staff are able to social distance since each has their own office.
- b. **At the beginning of the semester? Plan for social distancing?** See above - number of staff on-site can be adjusted up from the minimum depending on Contingency plan.
- c. **At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** See b.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** CC staff schedule 40 hours/week Mon-Friday between 7 am and 7 pm. Staff will rotate through the center, and can work remotely when seeing telemental health clients, or completing administrative work.

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, w/ social distancing expectations.**

## CLINICAL SERVICES

- In compliance w/ the recommendations of the American College Health Association, the majority of mental health services will continue to be offered via telemental health throughout the fall semester. In-person sessions (limited due to social distancing & sanitization requirements) will be prioritized for intake sessions, crisis sessions, and for those clients who may not have access to telemental health.
- There will be no walk-in services: students wanting to be seen immediately will be directed to either schedule an appointment, or to speak with the crisis counselor via telephone.
- Two CC offices will be reserved for students who meet the criteria for telemental health, but may not have access to the technology and a private space from which to engage in telemental health.
  - At the time their appointment is scheduled, students can request to utilize one of these rooms for their sessions. The student would present to the Counseling Center for their appointment, be given/have a face mask and asked to use hand sanitizer, , and be brought to a private office, from which they could participate in their telemental health session, while their therapist is in another office/ working remotely. Following each session, the office would be sanitized.
- All therapy groups and drop-in workshops will continue to be held via telemental health. Additionally, all staff meetings and committee meetings will be held via telemental health.
- All students will continue to have access to our 24/7 crisis counselors. *Crisis services* are accessed by calling either of the GS Counseling Center phone numbers (912) 478-5541 or (912) 344-2529. During business hours the student can ask to speak to the crisis counselor. Outside of business hours, the student can select option “2” from the voicemail.
- Because staff are able to safely self-distance in their individual offices, staff will primarily complete their duties from within the Counseling Center offices.

## OUTREACH PROGRAMMING/COMMUNITY CONSULTATIONS

- Outreach Programming/Primary Prevention Education requests will continue to be fulfilled. For faculty & staff, training sessions on topics related to faculty monitoring of students’ well-being, the mental health impact of tele-service and/or the COVID-19 health crisis, and managing mental health in a virtual environment will continue to be available via the collaboration between the Counseling Center and the Center for Excellence in Teaching. A schedule of all offerings can be found on both the CEIT website, as well as the Counseling Center’s website for Virtual offerings: <https://students.georgiasouthern.edu/counseling/virtual/> All outreach programs can be offered on-site, for small groups in spaces that allow for social distancing, or virtually.

## TRAINING

- The Doctoral Internship Program will continue. 4 Doctoral Candidates have been matched to our site and will begin on August 1. Doctoral interns are permitted to provide remote mental health services, thus their training will not see a disruption, regardless of the level of opening implemented. However, the intern orientation will include additional training specific to the provision of telemental health services. We have moved forward with interviews for the practicum program, as this is the time of the

year when graduate students secure their placements. As long as some level of in-person service is permitted, these trainees will also progress without disruption to their placements. Should we remain 100% remote in service, the academic departments will have to be consulted. At minimum, practicum students would need to obtain training in the provision of telemental health services.

## DEPARTMENT: Health Services

### Overarching information:

**Health Centers** Health centers should be prepared to operate at full capacity for the fall semester. Health centers should submit the following as part of their plan for fall operations:

*In each of these scenarios, HSC will follow whatever guidance is available from GDPH and CDC at that given time. As we have seen already, that can change from day to day, so we will have mechanisms in place that will allow us to implement whatever guidance is available at that time. For each of these contingencies it is assumed that the contingency is based on a specific observed level of community transmission that is different for contingency; ie, for Contingency 1, that cannot happen if there is widespread community transmission occurring. For more detailed information on Health Services Operations, please see the Mitigation and Monitoring plans.*

- **Practices to be implemented for face-to-face health center visits from scheduling to delivery and follow-up appointments.** HSC already has policies and procedures in place for remaining operational, while following the guidance of GDPH and the CDC at every level of contingency plan. HSC has remained operational throughout the transition to on-line classes, and will continue to do so, in response to any of the Contingency Plans, and in accordance with the recommendations of the GDPH and the CDC at any given time.
- **Practices to be implemented for telemedicine when needed or appropriate.** Telehealth will remain an option for those appointments for which it is deemed appropriate. Policies and procedures for providing telemedicine are already in place and will continue to be followed.
- **What additional materials, supplies, equipment will be Healthneeded for staff to begin the fall semester on campus, and to stand up a fully operational Health Services Center, regardless of Contingency Plan?** Refer to Mitigation and Monitoring.
- **What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** Refer to Mitigation and Monitoring. There are numerous online learning opportunities for telehealth practice that staff have been taking advantage of.
- **What is your department's plan for communicating your services and any necessary change in services to students?** Communication occurs via social media, the Health Services website, and through the Online Student Health portal messaging



system. Additionally, communication occurs via GS main website and via GSnews when appropriate.

- **Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** Refer to Mitigation and Monitoring. All staff are able to work remotely, but for some that requires reassignment of duties while not in the office. For some staff this involves working on policy and procedure development and review when they are not in the clinic. Medical providers and nurses can perform telehealth functions remotely.
- **Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** Refer to Mitigation and Monitoring. Our staffing volume in the clinic is determined by patient volume, which is typically driven by student density on campus. All of our staff are considered essential, but we adjust staffing levels on-site based on patient volume.
- **Will your department require personnel on campus for operations during specific times of the semester?** If yes, Yes, as per above
  - a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** Refer to Mitigation and Monitoring. Yes, as per above
  - b. **At the beginning of the semester? Plan for social distancing?** Refer to Mitigation and Monitoring. Yes, as per above
  - c. **At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** Yes, as per above. Refer to Mitigation and Monitoring for complete details.

How will services through the **Health Center** be delivered for routine visits?

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, with social distancing expectations.**

Assuming this scenario means there is no to only minimal community transmission of COVID with adequate testing/isolation/contact tracing mechanisms in place:

- Wellness/preventive health/health maintenance visits would be allowed, in addition to sick and problem-associated visits.
- All services will be available.
- Depending on GPH and CDC guidance at the time, we may require an initial telehealth eval for all persons with fever and/or other respiratory symptoms.
- Telehealth will remain an option for some visits that lend themselves well to telehealth.
- The decision to screen all patients/staff/visitors/vendors for fever and respiratory symptoms at the door, as well as the decision to mask all persons in the facility, will be made based on available CDC and GPH guidance at that time, and our practice will be to follow that guidance. During times of recommended screening, all employees presenting with a fever will be sent home.

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**DEPARTMENT: Career Services**

**Overarching information:**

Georgia Southern University Support Services: Contingency 1

**Support Services Offered:** Career search, career assessment testing, resume critique, mock interviewing, internship/co-op search, internship scholarships, on-campus recruiting, professional development seminars, GSU 2131/2132 course instruction, and multiple career fairs.

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?** All of our services are available on-line today and students can select face-to-face or on-line services when they schedule appointments with our office. Face-to-face meetings can be moved from small offices to our computer lab to provide more space if needed. We are contracting with a virtual career fair vendor to provide virtual career fair experiences to supplement or replace our on-site career fairs, on-site recruiting, and networking events. If we are allowed to host on-site career fair and networking events we will need large supplies of hand sanitizer, face masks, and other equipment (i.e. thermometers if required). It is essential that we receive guidance ASAP on on-site gatherings so we can provide career fair and career networking opportunities for our students.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer dispensers & hand sanitizer	self-explanatory	
Face masks for Career Development Specialists for each student visit and for career fairs (if required)	Recommended by HS	One per employee per day x 14 employees. If we provide for students, add 4000 per year. Add 3000 per semester if required for career fairs.
Disinfectant spray for chairs, Intake computers	Recommended by HS	

Thermometers	If required for career and networking events	
Possible screens for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** Continued on-line professional development workshops with NACE and other organizations.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in service delivery	2 weeks prior to semester start	Director	<ul style="list-style-type: none"> <li>• Services offered</li> <li>• How to schedule services</li> </ul>	<p>Primary: weekly career services email</p> <p>Secondary: social media posts directing students to email</p>

Launch of new career management platform	June 1	Director	<ul style="list-style-type: none"> <li>• Launch of Handshake on June 1</li> <li>• New capabilities and access to more career opportunities</li> </ul>	Email Social media University Marketing
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**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?** Will amend office policies to comply with Health Services recommendations for face-to-face meetings.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** All employees can work remotely. Supervisors have increased weekly touchpoints through Google Hangouts

**What additional equipment is necessary, if any, to move staff to telework?** None

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** No employees are required to be on campus but all employees will be allowed on campus to increase work productivity, and meet with students and employers, if they are comfortable with the safety provisions in place. If we move forward with on-site career and networking events, some staff will be required to be on site for set-up and execution.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- 1. In the weeks leading up to the beginning of Fall? Plan for social distancing?** Yes, if we are permitted to have our STEM Career Fair (9/2) and Eagle Expo Career Fair (9/30) we will need supporting staff on campus. Resume boot camp for students is scheduled for August 26, September 28-29. Social distancing plans in the office TBD per Health Services recommendations.
- 2. At the beginning of the semester? Plan for social distancing?** Yes, for all students who request face-to-face meetings with Career Development Specialists. And yes, if we move forward with our Resume Boot Camp (8/26), STEM Career Fair (9/2) and Eagle Expo Career Fair (9/30). Resume boot camp for students is scheduled for August 26, September 28-29. See Contingency Plans 1-3 below for social distancing plans.

3. **At any other distinguishable time during the semester?** Yes, we have multiple student career events and employer on-campus recruiting events planned throughout the semester (total 12 events).

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** All staff have separate office space on both Armstrong and Statesboro campuses. Flexible schedules not planned unless required.

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, with social distancing expectations.**

- Business as usual.
- On-line & in person class presentations will be offered.
- In-person and on-line one-on-one meetings will be offered.
- 12 large-scale career fair events planned for fall semester, including STEM Career Fair, and Eagle Expo Career Fair, both bringing approximately 1100 students and employers together. We are speaking with other USG Career Offices at this point to determine best practices for social distancing, but will likely include spacing employer tables further apart, using multiple rooms vs. one large venue to create distance, requiring students to register for career fairs and attend during a select one-hour block to reduce volume, removing the traditional handshake requirement in career settings, having six foot spaces taped to create space between students and employers, encouraging face masks for students and employers, serving pre made box lunches for employers vs. buffet, etc.
- 2-3 Virtual Career Fairs will be offered as a supplement to on-campus career fairs. It is expected that employers will be reducing or eliminating campus recruiting to reduce expenses over the next 2-3 years as they recover from the economic disruption.
- Purchasing an on-line AI-powered resume and interview tool to reduce student face-to-face meetings in office.
- Open office hours will be modified to eliminate large in-office gatherings. We will set a maximum number of students who may be in the office during open hours, taking their names and numbers, and texting them to return when space allows.
- On-campus recruitment will continue as planned, if employers are comfortable with on-campus recruiting, with procedures in-place for social distancing.
- On-line resources for students and alumni will continue to be added.

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**DEPARTMENT: Office of Multicultural Affairs**

**Overarching information**

**Support Services Offered:** mentorship, peer coaching, diversity training and workshops, cultural awareness programming, academic/personal development coaching

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

To practice social distancing will need to reconfigure our office space to allow for appropriate space between individuals. Staff will also need supplies - i.e. masks, gloves, etc - and we will need additional cleaning and sanitation supplies.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

We are examining purchasing additional webcams and microphones for our GAs to complete mentor sessions with students and general student meetings

Resource	Purpose	Cost
Web Cameras and Microphones (6)	Conduct virtual meetings with students	\$420 (70/each)
Masks & Gloves	In person interactions for staff	\$1500

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Continued training and information about guidelines and recommendations from the CDC and access to webinars about providing services in a virtual format.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Mentor Initiatives (how to join mentor programs)	June - August	Asst. Directors	How to join and information for info sessions	Emails, Social media,
Staff Training	August	Director	Training and Prep for year	Email
Student Leaders Training	August 13 - 16	Asst. Directors	Training & prep for academic year	Email
Diversity Education (Trainings/Workshops)	August (ongoing as needed)	Coordinators	How to access virtual programming /training	Email, social media, campus notifications

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

Include updates about expectations for working remotely with respect to what was created for this current plan.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

Everyone's job functions can be performed from home. Staff will report duties on a timelog at the end of every week.

**What additional equipment is necessary, if any, to move staff to telework?**

Everyone does not have access to WI-FI at home, which makes it difficult for some to work remotely.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

Our Administrative Assistant will be there daily. Other professional staff will rotate coverage.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** Yes, staff will need to be together for training, which will be hosted in a space that will allow for us to social distance and with masks and sanitation materials.
- b. **At the beginning of the semester? Plan for social distancing?**  
Same

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?**

Our staff can work in their offices without issues in respect to social distancing. For GAs and student workers, we will stagger their schedules to allow for the appropriate coverage.

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, w/ social distancing expectations.**

- The plans for OMA initiatives are consistent for our groups and initiatives across campuses.
- To maintain social distancing, masks will be distributed to staff and additional sanitization procedures will be implemented in offices.
- Live broadcasts and recordings will be made available to limit in-person audience size.
- Student traffic through the OMA offices will be limited to control for social distancing by holding virtual appointments with students.
- Administrative staff will be present in the office daily, and professional staff will rotate through the office.

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**DEPARTMENT: Sexual Assault Response Team/ Sexual Assault Prevention Educators**

**Support Services Offered:** Sexual violence awareness programming, peer education, bystander intervention training, student engagement, coordination of support services for survivors of sexual violence

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

Implement plans for Sex Signals to account for social distancing and additional sanitization. Discussions have been had with the production company regarding accommodating extra shows to allow for necessary capacity do to social distancing.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer	For use during educational events/meetings	
Disinfectant	For sanitization during educational events/meetings	
Masks	For SART GA use during educational events/meetings	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Many national organizations, such as Catharsis Productions, CAPPA, and AUCCO have been offering free continuing education opportunities for providing awareness programming online.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in delivery of education	2 weeks prior to the semester start	SART Chair (to be shared w/ SART GA and SART team)	<ul style="list-style-type: none"> <li>Accessing learning opportunities online</li> </ul>	<ul style="list-style-type: none"> <li>Campus listservs, website, and social media</li> </ul>
Change in response services for	ASAP	SART Chair (following communication)	<ul style="list-style-type: none"> <li>Changes in P&amp;P for local rape crisis</li> </ul>	<ul style="list-style-type: none"> <li>Campus listservs, website,</li> </ul>



survivors		of change in P&P from campus/local response facilities)	centers, HS, and/or on and off-campus counseling	and social media
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**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

SART GA Training may be moved completely online if necessary. The SART GA is the only employee and can work almost entirely remotely. An alternative plan is to have the GA Training at the Counseling Center in a space that allows for social distancing. SASE training has already been transitioned to on-line modules.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

SART GA Training may be moved completely online, if necessary. The SART GA is the only employee and can work almost entirely remotely. SART GA and SART Chair will meet at least one hour weekly via phone or videoconferencing to discuss tasks.

**What additional equipment is necessary, if any, to move staff to telework?** None.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** None.

**Will your department require personnel on campus for operations during specific times of the semester?** No.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?**

SART GA will have flexibility in selecting the 20 hours/week that they work. In addition, the SART GA has a 120 square foot office that is private in which to work, thereby maintaining social distancing.

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, w/ social distancing expectations.**

- Sex Signals will go on as usual with adaptation to ensure social distancing. For instance, seating in the Williams Center Multipurpose Room and Armstrong Center will be arranged so that students may keep a safe distance from one another.
- SART will also provide disinfectant for participants as recommended.
- Seating will also be disinfected between shows. In the event that fewer students are able to attend shows, an alternative assignment will be offered for those that are unable to attend. The alternative assignment will be the online GS CARES Bystander Intervention webinar.

- SART meetings will continue to be held via video-conferencing to ensure social distancing.
- SASE training will continue to be held via on-line modules.
- Requested programming will be filled following recommendations for group gatherings.

## DEPARTMENT: Student Accessibility Resource Center

### Overarching information:

**Support Services Offered:** Test proctoring services, first visits, intake meetings, follow-up meetings, weekly visits, notetaker request meetings, alternate book format requests, early registration, equipment loans, accommodation letters, faculty consultation, referrals for evaluation at the Regents Center for Learning Disorders

**1. Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?** Our office spaces will need to be evaluated to make sure that social distancing can be maintained when meeting with students and other visitors. Office furniture may need to be rearranged. Our testing center on the Armstrong campus will need to be re-configured to maintain social distancing since it is one large room. Graduate assistants will need to be placed in other staff offices since the main reception area on the Armstrong campus does not allow for social distancing with its limited space and current setup. We will continue to offer virtual meetings to students in order to meet with vulnerable students.

**2. What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Disinfectant wipes	Disinfect office surfaces after visitors	
Hand sanitizer dispensers and hand sanitizer refills and bottles	Minimize the spread of germs	

Plexiglass partition for front office desk on Armstrong campus (front desk area at Statesboro campus has glass panels)	To provide protection for front office staff who work closely with students throughout the day	
Webcam/microphone sets in order to continue to meet with students who prefer to meet with us virtually.	Minimize the spread of germs especially for vulnerable students.	

**3. What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** We participated in a class with Jane Jarow on Preparing for the Immediate Future: Remote Intake Interviews. Resources and webinars from our professional organization, AHEAD (Association on Higher Education and Disability), are also available on their website.

**4. What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Applying for accommodations	Ongoing	Director	Services offered and how to schedule them	Website updates
Test proctoring services	Ongoing	Director	In-person or virtual test proctoring services as needed for students with special accommodation needs (reader, scribe, etc.)	Website updates and email to students

**5. What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?** N/A

**6. Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** All SARC staff can work

remotely if we are providing virtual support services. Staff members are to be available during the regular work hours of 8:00-5:00 to meet with students and perform other job duties.

**7. What additional equipment is necessary, if any, to move staff to telework?** We have received funding for webcam/microphones for our professional staff to continue to have virtual meetings with students in order to meet their needs if they do not wish to meet with staff face-to-face.

**8. Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** We are prepared to have some or all of our staff return to campus as needed.

**9. Will your department require personnel on campus for operations during specific times of the semester? If yes,**

**a. In the weeks leading up to the beginning of Fall? Plan for social distancing?**

We should offer face-to-face meetings with students during the summer, especially incoming freshman students, while maintaining social distancing.

**b. At the beginning of the semester? Plan for social distancing?** Staff should be available on campus to prepare and distribute accommodation letters to students, meet with incoming students for intakes, and meet with continuing students for notetaker requests, alternate book format requests, equipment loans, etc.

**c. At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** Staff should be available on campus to meet with students throughout the semester unless we receive guidance that it is unsafe to do so.

**10. What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** We should be able to practice social distancing without having flexible work schedules for regular staff. We may need to review our work schedules for student workers and graduate assistants to ensure we have adequate space for them to practice social distancing.

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, w/ social distancing expectations:**

- SARC will provide test proctoring services on site and evaluate spaces to ensure social distancing can be maintained.
- SARC staff will meet with students and parents face-to-face while maintaining social distancing and offer virtual meeting options for first visits, intake meetings, follow-up meetings, notetaker requests, alternate book format requests, etc.
- SARC will provide accommodation letters for students to pick up from our office or email them to professors if needed for online classes.
- SARC staff will continue to work with the Regents Center for Learning Disorders to review students' medical documentation to determine reasonable accommodations.
- SARC will provide test proctoring services remotely if needed for a student with the professor's permission.

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**DEPARTMENT: Student Wellness & Health Promotion**

Georgia Southern University Support Services: Contingency 1

## Overarching Information

**Support Services Offered:** *Outreach Programming, Wellness Coaching*

- 1. Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**
- 2. What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Purchase of PPE (gloves, masks) (1,000 each)	PPE	\$850 (masks) \$620 (gloves)
Disinfectant & Paper towels (30 cans of disinfectant spray and 16 rolls of paper towels)	Frequently touched spaces/surfaces	\$300
Painters Tape (2,160 ft)	Marking to ensure Social Distancing	\$65
(4) A frame Dry Erase Frame	Inform social distancing guidelines	\$600
Hand sanitizer dispensers & hand sanitizer	Personal Disinfectant	\$54 (dispensers) \$600 (8 gallons)
Sun shades/Side Wall for tents (6)	Social Distancing & provides barrier at event	\$100
Screens/Dividers (4)	To provide protection during event check in and/or co-workers depending on space allocation	\$ 415

- 3. What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Free webinars by NIRSA, APHA, ACHA, Catharsis

Virtual CEU opportunities are available for Director and Associate Director's credentials

- 4. What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content	Critical Points	Method of
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Georgia Southern University Support Services: Contingency 1

		Owner		communication
Wellness Coaching	First week of semester	Associate Director	<ul style="list-style-type: none"> <li>• Programing and Scheduling information</li> <li>• PPE expectations</li> </ul>	OFI, Website, Social Media, Housing Newsletter, GS Info
Peer Educator Training	2 weeks prior to start of semester	Associate Director	<ul style="list-style-type: none"> <li>• Primary method of operating</li> <li>• Program Calendar</li> <li>• Educator wellbeing considerations (Social Distancing)</li> <li>• Training Schedule</li> </ul>	Primary: Email, Secondary: Group Me
GA/Intern Staff Training	2 weeks prior to start of semester	Associate Director	<ul style="list-style-type: none"> <li>• Primary method of operating</li> <li>• Staff Expectations</li> <li>• Staff schedule</li> <li>• Employee wellbeing considerations (Social Distancing)</li> <li>• Training Schedule</li> </ul>	Primary: Email, Secondary: Phone
Outreach Program Calendar	2 weeks prior to event	Associate Director	<ul style="list-style-type: none"> <li>• Program Details</li> <li>• Social Distancing Expectations</li> </ul>	OFI, Website, Social Media, Housing Newsletter, GS Info

**5. What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

An addendum to the Employee Manual to include to address how staff will be staggered to work remotely, should that become necessary, social distancing/PPE guidelines and amendments to delivery of services.

**6. Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

All employees can effectively work remotely as illustrated by Spring 2020 Semester. Employees are required to participate in video conferencing for meetings, complete a daily journal documenting their work and time allocation as meet required deadlines/deliverables as assigned in ASANA

**7. What additional equipment is necessary, if any, to move staff to telework? None**

**8. Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

It should be noted that the majority of effective wellness curriculum requires intimate person to person contact. Therefore, it is the position of Student Wellness & Health Promotion, that if CDC recommendations reflect the need for social distancing, programming operations would be more effective and higher quality if offered via a virtual modality. See Contingency Plans.

**9. In the weeks leading up to the beginning of Fall? Plan for social distancing?**

Director & Associate Director may need to report to campus to monitor the department move and organize Fall supplies and/or disinfect workspaces.

**Contingency Plan 1: Fall Classes begin on-campus, w/ social distancing expectations.**

- Staff will be required to report to campus.
- Employee schedules will be staggered to ensure workspace allows for at least 6ft of space between workstations.
- Individuals sharing an office will be encouraged to wear a face covering when interacting with the public or co-workers and disinfect their workstation as well as sanitize hands before beginning their work shift, after completing their work shift and at least every two hours during the workshift or as needed.
- Individual one on one wellness coaching may resume with either the Director or Associate Director of SWHP. *Wellness coaches will be encouraged to wear a mask and comply with recommended disinfecting procedures.* Clients may be encouraged to wear a mask throughout the duration of the coaching session.
- Small group in person meetings or events may resume with less than 10 persons with 6 feet of spacing between people. *SWHP will be encouraged to wear a mask and comply with recommended disinfecting procedures.*
- Large scale events may resume if controlled for capacity and if reasonable resources can be allocated. I.e: 6 feet of spacing between all people in one inside location. *SWHP staff will be encouraged to wear a face covering, and comply with recommended disinfecting procedures.* Outside events will not be permitted unless social distancing can be guaranteed. If social distancing can be guaranteed; *SWHP staff will be encouraged to wear a mask, and comply with recommended disinfecting procedures.*
- Large and small scale programming and meetings which cannot follow the above guidelines will be designed to be offered in a virtual capacity either as a Social Marketing Campaign via social media or as a virtual event.

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**DEPARTMENT: TRIO Student Support Services**
**TRIO Student Support Services**
**Overarching Information:**

**Support Services Offered:** Course selection assistance, financial aid assistance, financial literacy counseling, career exploration, graduate and professional school admissions assistance and mentoring

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer dispensers and hand sanitizer	Hand sanitation at Entrances/exits to computer labs, study areas, meeting spaces and office areas/suites	4 handsfree dispensers-\$30/each=\$120 4 refills-\$80/each=\$320 Total: \$440
Disinfectant spray or wipes for hard surfaces such as desks, chairs and computer lab tables, computers and printers	To constantly disinfectant before and after staff and student meetings/visits	4 packs of disinfectant-\$42.37=\$169.48 2 packs of spray-\$79/each=\$158 Total: \$327.48
Sneeze/cough guards/screens for front desk areas as well as private office areas	To provide protection to front staff and desk workers who come in contact with students	2 shields-\$400/each=\$800

\*\*Total costs are as of 05/14/2020 taken from Marketplace (Staples and Amazon).

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

- The Council of Opportunity in Education (COE) has been offering several webinars for COE institutions to attend to provide best practices of engaging with students virtually during this time. We will also take the University's, local Health Department's and CDC's lead on best practices.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Georgia Southern University Support Services: Contingency 1



<b>Content Topic</b>	<b>Timeline</b>	<b>Content Owner</b>	<b>Critical Points</b>	<b>Method of communication</b>
Kick-off/Orientation	August	NA	--Date: August 13 & 19th --Time: TBA  -- Social distancing expectations (as stated in plan 1)	Primary: email Secondary: social media posts directing students to email
Website/social media/print media	Ongoing	All staff	Ongoing  -- Social distancing expectations (NA)	Primary: email Secondary: social media posts directing students to email, university catalog, postcards, brochures, and yard signs
Mentoring, Coaching and/or Advising Meetings	2nd week of classes/ ongoing	All staff	--Date/time meeting  -- Social distancing expectations (as stated in plan 1 and 2)	Primary: email Secondary: social media posts directing students to email
Workshop schedule	3 weeks prior to start of semester	Director(s) Coordinator(s)	--Location (either virtual or in person)  --Social distancing expectations (as stated in plan 1 and 2)	Primary: email Secondary: social media posts directing students to email
Intake appointments potential new students	Ongoing	All staff	Ongoing throughout academic year  --Social distancing expectations (as stated in plan 1 and 2)	
SOAR	Summer/beginning of Fall & Spring term	Admissions	As per SOAR schedule	As per SOAR instructions
Savannah/Boro	Each	OSA	As per OSA	As per OSA

## Georgia Southern University Support Services: Contingency 1

Browse	semester		schedule	instructions
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**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

Policy-staff consider using a google number to call students instead of personal cell number. All procedures have been moved to a virtual environment.

**Which of your employees are able to operate remotely?** All Staff

**What are the supervisor expectations for these employees beyond the stated job duties?**

Staff are to be available during regular office hours for meetings, calls and answering emails.

**What additional equipment is necessary, if any, to move staff to telework?** Small printer/scanner. Laptops.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** NA

**Will your department require personnel on campus for operations during specific times of the semester?** No

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** See Contingency plans.

**Contingency Plan 1: Fall classes begin on-campus, students reside on-campus, w/ social distancing expectations.**

- Whether partial or full opening, we will request help with supplying disinfectant/hand sanitizer. Sanitizer/disinfectant will be required prior to entry and after leaving a meeting, office or program. Sign-in/out areas as well as study lounges will also have disinfectant/sanitizer available.
- We will inquire as to a shield (where applicable) for the protection of outer office student workers (plexiglass) to ensure their safety when greeting students
- In an effort to adhere to social distancing guidelines workshops will be hosted in spaces large enough to accommodate no less than six-feet between students (i.e., Russell Union 2047, Ogeechee Theater)
- Whenever possible meetings will be through appointment only and drop-ins will be at a minimum
- Students will be encouraged to wear a mask during meetings, workshops etc.
- Staff will be working at least their required number of hours per week. Staff will work primarily from offices with limited remote hours.

## APPENDIX C.3: STUDENT ACTIVITIES CONTINGENCY PLANS

Question: How do we conduct the following activities in Fall 2020 under 4 different plans and best structure them for success?					
Department	Activity	Academic Year 2020-2021 Start Fall classes begin with limited social distancing expectations	Fall Semester Contingency Plan 1 (CP1) Fall classes begin with face to face instruction/operations, but with social distancing expectations	Fall Semester Contingency 2 (CP2) Fall classes begin fully online, students still in residence halls, activities on campus in smaller groups, social distancing expectations	Fall Semester Contingency 3 (CP3) Classes and operations must go to an online format for a period of time during the semester
Leadership & Community Engagement	Southern Leaders New Member Reception	Space will be reserved so students can be spread out in a large space for opening, then move to rooms with small group (less than 10) and other sessions will be livestreamed into those respective rooms.	Space will be reserved so students can be spread out in a large space for opening, then move to rooms with small group (less than 10) and other sessions will be livestreamed into those respective rooms.	Virtual reception will be hosted for students, with potential small group meetings in larger spaces so students will spread out.	Virtual reception will be hosted for students.
Leadership & Community Engagement	OLCE Student Leader Orientation	Space will be reserved so students can be spread out in a large space or virtual orientation will be considered.	Space will be reserved so students can be spread out in a large space or virtual orientation will be considered. Facial coverings will be encouraged.	Virtual orientation will be hosted to accommodate social distancing.	Virtual orientation will be hosted.
Leadership & Community Engagement	Step Into Statesboro	Still discussing options - reserving additional buses so students can spread out for tour or doing virtual tour and have students spread out in a larger meeting space.	Still discussing options - reserving additional buses so students can spread out for tour or doing virtual tour and have students spread out in a larger meeting space. Facial coverings will be encouraged.	Virtual tour will be created and hosted on our department website.	Virtual tour will be created and hosted on our department website.
Leadership & Community Engagement	Serve912 Volunteer Trips	Smaller participant groups so students can spread out in university vehicles that provide transportation. Facial coverings will be encouraged and provided when needed. Sanitize vans after each trip.	Smaller participant groups so students can spread out in university vehicles that provide transportation. Facial coverings will be encouraged and provided when needed. Sanitize vans after each trip.	Virtual volunteering options will continue to be offered.	Virtual volunteering options will continue to be offered.
Leadership & Community Engagement	Alternative Breaks	Fall Alternative Breaks will consist of two weekend trips in the local region and have a smaller number of participants so students can spread out in vans. December Breaks will be a "Staycation" where we will spread volunteers throughout Statesboro and Savannah to limit housing together and the ability to spread out in vehicles. Facial coverings will be encouraged and provided when needed.	Fall Alternative Breaks will consist of two weekend trips in the local region and have a smaller number of participants so students can spread out in vans. December Breaks will be a "Staycation" where we will spread volunteers throughout Statesboro and Savannah to limit housing together and the ability to spread out in vehicles. Facial coverings will be encouraged and provided when needed.	Small weekend breaks or local service activities may be considered if community partners open their agencies to volunteers.	Alternative Breaks will be cancelled.
Cheerleading	General	Follow athletic model for practices, athletic training, and strength and conditioning. Will follow Athletic Department and Sun Belt conference guidelines on football and volleyball game days. Cheerleaders keep 6 ft. distance from each other. Temperature checks prior to practice, masks available to those who wish them. Hand sanitizer use on hands and shoes prior to and available during practice. Water availability as determined by athletic training. Weekly sanitization of cheerleading mats and protective equipment.	Follow athletic models for practices, athletic training, and strength and conditioning. Will follow Athletic Department and Sun Belt conference guidelines on football and volleyball game days. Cheerleaders keep 6 ft. distance from each other. Athletics is requiring temperature checks prior to entering Hanner for practice, masks mandatory for activities. Hand sanitizer use on hands and shoes prior to and during practice, games. Weekly sanitization of cheerleading mats and protective equipment.	Follow athletic models for practices, athletic training, and strength and conditioning. Will follow Athletic Department and Sun Belt conference guidelines on football and volleyball game days. Emphasis on activities that can be accomplished with stricter, stronger social distancing guidelines. More emphasis on social media activities. If events are allowed in this capacity, Cheerleaders keep 6 ft distance from each other at events. Athletics is requiring temperature checks prior to entering Hanner for practice, masks mandatory for activities. Hand sanitizer use on hands and shoes prior to and during practice, games. Weekly sanitization of cheerleading mats and protective equipment.	Follow athletic models for practices, athletic training, and strength and conditioning. Will follow Athletic Department and Sun Belt conference guidelines on football and volleyball game days. Cheerleaders keep 6 ft distance from each other at events. Athletics is requiring temperature checks prior to entering Hanner for practice, masks mandatory for activities. Hand sanitizer use on hands and shoes prior to and during practice, games. Weekly sanitization of cheerleading mats and protective equipment.
Band	General	Depending on what "limited social distancing" indicates for the availability of particularly rehearsal facilities, follow much the same procedures as described above under Cheerleading. If limited to groups under 100 individuals, the Marching Band would likely function as two large Pep Bands and Concert Bands could function as usual if indoor rehearsal space permits proper "social distancing" practices. If limited to groups of under 50 individuals, the Marching Band would likely function as four large Pep Bands, and Concert Bands could function similar to Military-sized Bands of 35 members. Current rehearsal spaces favor the 35-member size bands. Rehearsal facilities will need to be sanitized between each rehearsal session as will musical instruments. With musical instruments, it is virtually impossible to wear masks during any rehearsal or performance activities.	Follow the same procedures as described with Cheerleading. 100-151 individuals: Marching Band functions as 2 large Pep Bands, Concert Bands function as normal, if indoor rehearsal space permits proper "social distancing" practices. 50 or less individuals: Marching Band functions as 4 large Pep Bands, Concert Bands function like Military-sized Bands of 35 members. Current rehearsal spaces favor the 35-member size bands. Rehearsal facilities and musical instruments will be sanitized between each rehearsal session. It's almost impossible to wear masks and play musical instruments during any rehearsal or performance activities. Players will be spaced out accordingly in 6 ft distances as space permits and the use of outdoor space will be used as needed.	Follow the same procedures as described with Cheerleading. Depending on circumstances, engagement becomes less possible with more strict social distancing. 50 or less individuals: Marching Band functions as 4 large Pep Bands, Concert Bands function like Military-sized Bands of 35 members. Current rehearsal spaces favor the 35-member size bands. Rehearsal facilities and musical instruments will be sanitized between each rehearsal session. With musical instruments, it is virtually impossible to wear masks during any rehearsal or performance activities. Players will be spaced out accordingly in 6 ft. distances as space permits. Use of outdoor space will be used as needed.	Most likely cancelled

**Question: How do we conduct the following activities in Fall 2020 under 4 different plans and best structure them for success?**

Department	Activity	Academic Year 2020-2021 Start Fall classes begin with limited social distancing expectations	Fall Semester <b>Contingency Plan 1 (CP1)</b> Fall classes begin with face to face instruction/operations, but with social distancing expectations	Fall Semester <b>Contingency 2 (CP2)</b> Fall classes begin fully online, students still in residence halls, activities on campus in smaller groups, social distancing expectations	Fall Semester <b>Contingency 3 (CP3)</b> Classes and operations must go to an online format for a period of time during the semester
Choral Activities	General	Depending of the recommendations made by the Department of Music and the College of Arts and Humanities, the structure of our choral area changes from the current 4 ensembles to 5 or more so that the number of students in each ensemble is 35 or smaller. The rehearsal space is large enough for a maximum of 35 singers standing/sitting 6 feet apart. Hand sanitizer and face covering are required prior to entering rehearsal and hand sanitizer will be available during practice. Face covering has to be removed while singing. The rehearsal spaces would require deep cleaning every day by facilities.	Direction needed from the Department of Music/College of Arts & Humanities. National organizations (National Association of Teachers of Singing, American Choral Directors Association, Chorus America, and others) have recommended that face to face choir rehearsals suspend until there is either a vaccine or 95% effective treatment in place. The Department of Music is currently considering how to accommodate academic requirements. Social and other educational aspects of the choral area would continue online engagement and through outdoor activities. Virtual choir performances may be possible.	Direction needed from the Department of Music/College of Arts & Humanities. National organizations (National Association of Teachers of Singing, American Choral Directors Association, Chorus America, and others) have recommended that face to face choir rehearsals suspend until there is either a vaccine or 95% effective treatment in place. The Department of Music is currently considering how to accommodate academic requirements. Goals would change from primarily performance based to more online educational and social based.	Direction needed from the Department of Music/College of Arts & Humanities. National organizations (National Association of Teachers of Singing, American Choral Directors Association, Chorus America, and others) have recommended that face to face choir rehearsals suspend until there is either a vaccine or 95% effective treatment in place. Social and other educational aspects of the choral area would continue online engagement and through outdoor activities. Virtual choir performances may be possible.

## **APPENDIX C.4: SUMMER FOOTBALL RETURN PLAN**

### **Georgia Southern University Football Return to Play – Summer Workouts**

#### **Phase One- with no evidence of rebound:**

This phase is the first step into returning into large groups. A team physician must approve a move to phase two. This decision is made based on the surrounding area, compliance with protocols and factors within the abilities to test, isolate, contact trace, and the cleaning protocols. During this phase, locker room use is NOT permitted. All contact with players and coaches should be held to virtual meetings/check-ins. If an in-person meeting must take place due to well-being of the student-athlete, the meeting should be held outside with social distancing rules adhered to. Lifting groups will only be permitted in small groups (8 student-athletes and two strength coaches), must meet social distancing rules, and all equipment must be disinfected after each use (individually and then by the staff following each group). Masks must be worn in the building but can be removed per the individual for lifting session. All running groups must maintain social distancing guidelines and can be in groups of 20 (18 student-athletes and two strength coaches). Medical staff will be present for running to refill individual bottles and for medical emergencies but will remain back to ensure proper social distancing (at all times unless a medical emergency). Voluntary use of the field may not be utilized at this time as well as no shared equipment can be utilized.

#### **Phase Two- with no evidence of rebound after 14 days in Phase One:**

This phase expands the size of each workout group. The team physician would clear the athletic department to move to phase two after successful completion of no illnesses during phase one. To increase the workout group size in the weight room, proper compliance with appropriate social distancing and sanitation protocol implementation but be adhered to. No shared equipment can be utilized during this phase. Further, running groups could be increased as long as social distancing can remain in effect. All meetings should remain virtual at this time during phase two. Face coverings are still required in the buildings unless the team physician says otherwise or the CDC/DPH requirements change. Locker room usage will be to-be-determined.

#### **Phase Three- with no evidence of rebound after 14 days in Phase Two**

This phase allows for our student-athletes with underlying conditions that define them as high risk via the CDC guidelines (chronic lung disease or moderate to severe asthma, people who have heart conditions, immunocompromised from conditions such as cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, use of immune weakening medications, diabetes, chronic kidney disease, liver disease) to report to campus. These individuals will be identified by the sports medicine staff and

reviewed by the head physician. The team physician would clear the athletic department to move to phase three after successful completion with no illnesses during phase two. During phase three, social distancing should be in effect, in person meetings can resume, no restrictions on staffing will be present, and there are no restrictions on group numbers. Rehabilitation services may resume within the building but will be limited to two individuals at a time in order to maintain social distancing.

#### **GROUP ONE: 30 Football Student-Athletes**

**June 1:** Group one reports: 30 football players report to Statesboro, GA. Testing at DPH upon entering Bulloch County. 14 days of self-isolation at their respective place of residency. 3-6 days for test results from DPH; this group is mostly returners so a mini physical will be conducted to clear them for lifting once all other protocols are followed.

**June 15:** Group one begins lifting after 14 days of self-isolation and will utilize all protocols in place (1.5 hour/group, eight people in each group with only two strength coaches in the room, 3.75 groups total for six-hour day in the building of lifting). Medical staff will be located in the athletic training room. They will bring their own hydration materials, no locker room access will be permitted, no meetings will be conducted unless a well-being checks absolutely necessary; no huddles, and no touching of any kind (i.e. high fives, fist pumps, etc.).

#### **GROUP TWO: 20 additional Football Student-Athletes (50 total in town)**

**June 4:** Group two reports: 20 additional football players report to Statesboro, GA; testing at the testing center and 14 days of self-isolation begins.

**June 18:** Group two begins lifting after 14 days of self-isolation; will utilize all protocols in place (1.5 hr/group; eight people in each group with only two strength coaches in the room, 6.25 groups for a total of 9.3 hours per day of lifting).

#### **GROUP THREE: 20 additional Football Student-Athletes (70 total in town)**

**June 8:** Group three reports; 20 additional football players report to Statesboro, GA; testing at the testing center and 14 days of self-isolation begins.

**June 22:** Group three begins lifting after 14 days of self-isolation; will utilize all protocols in place (1.5hr/group, eight people in each group with only two strength coaches, 8.75 groups, 13.1 hours per day).

#### **GROUP FOUR: 20 additional Football Student-Athletes (90 total in town)**

**June 11:** Group four reports; 20 additional football players report to Statesboro, GA; testing at the testing center and 14 days of self-isolation begins.

**June 25:** Group four begins lifting after 14 days of self-isolation; will utilize all protocols in place (1.5hr/group, eight people in each group with only two strength coaches, 11.25 groups, 16.9 hours of lifting in building).

**GROUP FIVE: 20 additional Football Student-Athletes (110 total in town)**

**June 15:** Group five reports; 20 additional football players report to Statesboro, GA; testing at the testing center and 14 days of self-isolation begins.

**June 29:** Group five begins lifting after 14 days of self-isolation; will utilize all protocols in place (1.5 hr/group; 18 people in each group with only two strength coaches, 6.1 groups, 9.2 hours of lifting in building total).

**GROUP SIX: Remainder of the roster to be added at this time**

This group of freshmen have a to-be-determined (TBD) reporting date because they would require on-campus housing. This group's report date could be moved in order to obtain campus housing and be compliant with the University's current policy related to residential housing.

## **2020 Football Season Structure**

This draft schedule for the 2020 football season also includes our current assessment of considerations to ensure the health and safety of students and staff from coronavirus and COVID-19. It assumes that there is widespread availability of coronavirus/COVID-19 tests. If testing is not widely available, then at a minimum all football student-athletes must begin this process with a 14-day strict isolation in addition to all the steps noted below.

### **Preliminary Assessment**

Prior to the start of the six-week plan, student-athletes should return to campus a minimum of two weeks before football practice so that medical tests and a preliminary assessment can occur. In addition, athletics staff (i.e. coaching staffs, trainers, support personal) should return to campus a minimum of ten (10) days prior to the return of student-athletes in order to get tested for COVID-19 and identify athletic staff that need to be in strict isolation prior to student-athletes returning to campus. Upon student-athletes' return to campus, students will be tested for COVID-19 and put into strict isolation while waiting testing results.

The preliminary assessment would consist of:

- Student-athlete physicals
  - Flu vaccine
  - COVID-19 screening questionnaire
  - COVID-19 testing
  - COVID-19 education for coaches, athletic staff, and student-athletes related to social distancing, good hygiene, and contact tracing.
- Review of cleaning protocols for coaches, athletic staff, and student-athletes for weight room and athletic equipment.

### **Six-Week Plan**

- Teams are permitted to start at full rosters.
- Separate conditioning and workout plans need to be created for True Freshman in order to reduce the risk of injury.
- Follow the 50/30/20/10 conditioning rule - outlined at the end of this document.
- Regardless if week 1 starts before school is in session or when school is in session, film review is permissible on the mandatory day off.

### **Week 1**

20 hours a week and 1 mandatory day off.

Strength and Conditioning coaches may work with student-athletes in weight room and on field, no testing of student-athletes, and no real times of student-athletes are permitted.



Team/unit position meetings are allowed.

Six Days of one (1) hour walkthroughs, footballs are permitted.

Football Coaches are not permitted to do any football drills. Football coaches are only permitted to do field work in the form of the walk-throughs.

## **Week 2**

### **20 hours a week and 1 mandatory day off**

Strength and Conditioning coaches may work with student-athletes in weight room and on field, conditioning assessments of student-athletes are permitted

Team/unit position meetings are allowed

Six Days of one (1) hour walk-throughs, footballs are permitted.

Four Days of Individual drills up to 60 minutes per day, football drills (no pads, no helmets, no teamwork) with coaches, football are permitted.

No more than 4 hours per day of physical activity (includes walkthrough, drills, weights, and conditioning).

## **Week 3**

### **20 hours a week and 1 mandatory day off**

Strength and Conditioning coaches may work with student-athletes in weight room and on field

Team/unit position meetings are allowed

Six Days of one (1) hour walkthroughs, footballs are permitted

Individual drills up to 75 minutes per day, football drills with coaches. Footballs are permitted.

In order to accommodate for the five-day acclimatization period, helmet only days 1-3 of week 3, pads and helmets day 4-6 of week 3.

The following is permitted in week 3:

- One on one drills, skill positions only
- Seven on seven pass drills
- OL/DL- 1 vs 1
- Half-line drills
- Team line ups/run-throughs on air separate from opposite side of ball

No more than 4 hours per day of physical activity (includes walkthrough, drills, weights, and conditioning).

### **Weeks 4 and 5**

**Weeks 4 and 5 should mirror preseason activities as legislated by NCAA with the following exceptions in bold:**

- **If weeks 4 and 5 occur prior to the start of school, then unlimited hours with 1 day off and a maximum of 3 hours of on field practice per day.**
- **If weeks 4 and 5 occur when school is in session, then limited to 20 hours per week with 1 mandatory day off as follows: on field practice is limited to 15 hours per week, 5 hours for strength and conditioning, hours for film review and teams' meetings are not included in the 20-hour limit.**

Institution may practice in full pads

Institutions may not engage in more than three hours of on-field practice per day

Student-athletes must be provided with at least three hours of continuous recovery time between an on-field practice and a walk through not to exceed 15 hours for the week.

Player led field work outside of the 20 hours is permitted

Recovery time can include team meetings, film review, receiving medical treatment and eating meals

No more than 4 hours per day of physical activity (includes walkthrough, drills, weights, and conditioning).

### **Week 6**

**Game week is limited to 20 hours per week with 1 day off**

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### **Five-Week Plan**

Week two of the Six-week plan is deleted

### **Four-Week Plan**

Weeks two and three of the six-week plan are deleted

## APPENDIX C.5: GENERAL GUIDELINES FOR STUDENT ATHLETES, COACHES & STAFF

- Creation of Athletics COVID-19 Action Team: Campus personnel/stakeholder members (i.e., AD, Healthcare Administrator, Sports Medicine Director, Strength and Conditioning, Team Physician, Student Health). Use the committee to review, understand, implement, and update your institutional guidelines.
- Access to PPE: Athletics healthcare providers should have access to personal protective equipment (i.e., N95 face masks, procedural face masks, face shields, gloves, hand sanitizers, disinfectant wipes). Cleaning supplies for hard surfaces-spray/wipe that is CDC approved for COVID-19.
- Temperature/Symptom checks: Establish a process to take and record at least one set of symptom and temperature checks upon entry or no later than two hours of a student-athlete, coach or staff member's entry into an athletics department facility.
- Masks/Face coverings: Student-athletes, coaches and staff should wear facemasks or face coverings at all times when in an athletics department facility except during the period when they are engaged in physical activity. Face masks should be worn in academic athletic study labs and tutoring centers. We strongly encourage the use of facemasks while out in public and class, per current cdc/dph guidelines.
- Cellphones/Other frequently touched objects: Every person entering the facility should clean and disinfect their cellphone, keys, and other frequently-touched object they are carrying.
- Hand Hygiene: Student-athletes and staff should be instructed to clean their hands with soap and water or hydroalcoholic gel frequently with 60% alcohol per CDC recommendations. This includes immediately entering facilities, at least once every hour while at the facility, and before and after each workout, treatment or study session.
- Water Fountains: Student-athletes should use individualized water containers for hydration. The use of common water fountains in gyms or other athletic facilities should be discouraged since these can become an environmental source of transmission.
- Training/Practice equipment: After each use of training or practice equipment, all such equipment should be properly and thoroughly disinfected with CDC approved disinfectants.
- Signage: Install signage in appropriate locations throughout athletics department facilities outlining advisable precautions (e.g., physical distancing, use of masks, hygiene)
- Education/Communication: Conduct a coronavirus education meeting for all student-athletes, coaches and staff to review best practices to reduce the spread of the virus. Guidelines and updates should be communicated to athletic department staff, coaches and student-athletes on a regular basis through consistent and formal channels.
- Handouts: Create informational handout for parents and student-athletes reviewing precautions and protocols in place.

- Physical distancing: Student-athletes, coaches and staff must maintain as much distance as possible from one-another but at least 6 feet when possible. We recognize that it may not be possible to maintain such distance during, for example, treatment sessions, but it is imperative that policies be created to account for such situations that many not be spelled out in guidelines.
- Reconfiguration of Athletic training facilities: Training facilities should be reconfigured to follow CDC guidelines in maintaining distance between tables, areas, and stations in use.
- Reconfiguration of academic athletic computer and study labs: Academic study spaces should be reconfigured to follow CDC guidelines in maintaining distance between computer stations, study stations, and tutoring sessions.
- Maximum number of individuals in athletic facilities: The maximum number of individuals in an athletic facility at any one time should be based on the ability to maintain appropriate physical distance. Groups of less than 10 individuals is recommended as athletic departments begin resocialization.
- Staggering of Teams: Teams should be staggered in athletic training facilities, including weight rooms, treatment areas, etc. Each facility should be cleaned in between these staggered groups.
- Post Workout: Following a workout or treatment, student-athletes must leave the facility. Movement around the facility and interactions with others should be limited.
- Common Areas: Locker rooms and team lounge areas should not be open for use during Phase 1 and Phase 2.
- Game day protocols: Should be implemented to reduce the number of people on the field and sidelines and on the court and in the bench area to the minimum necessary. Entry into athletic buildings on game days should be limited to essential game day personnel. Fans, parents, coaches' families, recruits should not be permitted to enter the game field, court or sidelines following a game.
- Student-athlete questionnaire: A student-athlete questionnaire should be completed prior to their return to campus and upon return to campus prior to use of any athletic facility.
- Testing: Student-athletes should be tested once a week during the season, 48-72 hours prior to their respective competition. Template for a game week protocol can be found in Appendix D.
- Strict physical distancing: Once COVID-19 testing for student-athletes, coaches and essential personnel has been conducted, the strictest version of physical distancing should be enforced from the time of testing to game day.
- Feeling sick: Student-athletes and staff must immediately report to team medical staff if they or someone they are living with becomes ill or have symptoms of COVID -19.

- Logging use of Athletic Facilities: Keep a log of the date and time student-athletes and staff utilize the athletic training room, weight room facilities or athletic academic facilities to help with contact tracing.
- Personal Log: When possible student-athletes, coaches and staff should keep an activity and contact log which can be used to increase the efficiency of contact tracing if they develop COVID-19.

## APPENDINX C.6: NCAA Core Principles of Resocialization of Collegiate Sports

The United States is currently using physical distancing and stay-at-home guidelines as the primary means of preventing the spread of COVID-19 — a highly contagious and virulent disease, especially for the elderly and for individuals with preexisting pulmonary and cardiovascular disease. COVID-19 has penetrated all 50 states, with variable rates of community infection, hospitalization and death. Because of the widespread nature of this disease presently, containment strategies such as testing, identification and isolation are neither practical nor efficacious.

Sport, as a microcosm of society, is similarly using physical distancing and stay-at-home policies as the primary means of preventing COVID-19 disease spread. Group practice and all sport competition have ceased.

Once COVID-19 infection rates diminish for at least two weeks, resocialization of society and sport may be possible. Importantly, there will not be a single day of reemerging into society as normal. Rather, resocialization must be rolled out in a stepwise manner that helps ensure sustained low infection spread coupled with the ability to rapidly diagnose and isolate new cases. Bear in mind that upward spikes in infection spread may cause resocialization efforts to halt or even retreat until infection spikes lower again.

Collegiate sports differ from professional sports because all collegiate athletes are first and foremost students. Thus, resocialization of collegiate sport must be grounded in resocialization of college campuses. As with society at large, such resocialization must be measured, nimble and based on sound science. In all instances, college athletics must operate with approval of school leadership, and the school must be operating in accordance with local and state public officials regarding a return to campus, return to practice and return to competition. In the end, school and governmental leadership determine who can participate in, assist with, and watch student-athlete practices and competition.

The recently released document, Guidelines – Opening Up American Again, provides national recommendations that allow a regional approach for resocialization. Three phases of resocialization are described, with each phase addressing those aspects of daily life for which restrictions remain appropriate due to COVID-19. The core principles outlined below are offered as a premise for resuming practice and competition at the collegiate level. They are meant to be consistent with the federal guidelines and otherwise reflective of the best available scientific and medical information available at the time. These core principles are intended as resources for member schools to use in coordination with the federal guidelines and related institutional and local governmental decision-making, all of which remain subject to further revision as available data and information in this space continues to emerge and evolve.

### Core principles of resocialization of collegiate sport:

1. There must not be directives at the national level that preclude resocialization.
2. State and local authorities must have in place a plan for resocialization.

In accordance with the federal guidelines, such a plan assumes the following state/local **GATING CRITERIA** have been satisfied:

- I. A downward trajectory of influenza-like illnesses reported within a 14-day period **and** a downward trajectory of COVID-like syndromic cases reported within a 14-day period.

II. A downward trajectory of documented cases of COVID-19 within a 14-day period **or** a downward trajectory of positive tests as a percentage of total tests within a 14-day period.

III. Hospitals can treat all patients without crisis care **and** there is a robust testing program in place for at-risk health care workers, including emerging antibody testing.

3. There should be a plan in place at the university/college level for resocialization of students. In keeping with the federal guidelines, universities should consider guidance provided to employers to develop and implement appropriate policies regarding the following:

Social distancing and protective equipment:

- a. Temperature checks.
- b. Testing and isolating.
- c. Sanitation.
- d. Use and disinfection of common and high-traffic areas.
- e. School business travel.
- f. Monitoring of the workforce for indicative symptoms and preventing symptomatic people from physically return to work until cleared by a medical provider.
- g. Workforce contact tracing after an employee's positive test for COVID-19.

4. There must be a plan in place at the university/college level for resocialization of student-athletes within athletics. In keeping with the federal guidelines, athletics should practice the following:

- a. All student-athletes, athletics health care providers, coaches and athletics personnel should practice good hygiene.
- b. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home if they feel sick.
- c. Guidance noted above for university employees should be in place within athletic.

5. There must be adequate personal protective equipment for athletics health care providers, and there must be sanitizers to manage infection control in all shared athletics space.

6. There must be the ability to assess immunity to COVID-19 at a regional and local level. This could include immunity at the college campus, plus a more focused assessment of herd immunity for athletics teams.

7. There must be access to reliable, rapid diagnostic testing on any individual who is suspected of having COVID-19 symptoms.

8. There must be in place a local surveillance system so that newly identified cases can be identified promptly and isolated, and their close contacts must be managed appropriately.

9. There must be clearly identified and transparent risk analyses in place. Such risk analyses consider issues such as economics, education, restoration of society, and medical risk of sport participation, including COVID-19 infection and possible death.

### **Phase One:**

In accordance with the federal guidelines, resocialization of sport for Phase One assumes the following:

1. Gating criteria have been satisfied for a minimum of 14 days.  
Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel should continue to shelter in place. Vulnerable populations include individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity and asthma, and those whose immune system is compromised, such as by chemotherapy.
2. Those living in dorms and other residences where vulnerable individuals reside should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home, and appropriate isolating precautions should be taken.
3. Physical distancing should continue.
4. Gatherings of more than 10 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.
5. Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed unless strict distancing and sanitation protocols can be implemented.
6. Virtual meetings should be encouraged whenever possible and feasible.
7. Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.

### **Phase Two:**

In accordance with the federal guidelines, if Phase One has been implemented successfully, with no evidence of a rebound, and gating criteria have been satisfied for a minimum of 14 days since the implementation of Phase One:

1. Vulnerable individuals should continue to shelter in place.
2. Awareness and proper isolating practices related to vulnerable individuals in residences should continue.
3. Physical distancing should continue.
4. Gatherings of more than 50 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.
5. Gyms and common areas where student-athletes and staff are likely to congregate and interact should remain closed, or appropriate distancing and sanitation protocols should be implemented.
6. Virtual meetings should continue to be encouraged whenever possible and feasible.
7. Nonessential travel may resume.



### **Phase Three:**

In accordance with the federal guidelines, if Phase Two has been implemented successfully, with no evidence of a rebound, and gating criteria have been satisfied for a minimum of 14 days since the implementation of Phase Two:

1. Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.
2. Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented, but even low-risk populations should consider minimizing time spent in crowded environments.
3. Unrestricted staffing may resume.

The transition from the above core principles to a relaxation of these principles can occur when COVID-19 can be managed in a manner like less virulent influenza strains. COVID-19 has essentially shut down society because it is highly contagious and has an unacceptably high death rate. More common strains of influenza do not close society because society has learned to adapt to and develop acceptable management strategies for influenza. For COVID-19, future phases are dependent on the successful development of widely available treatment, including prophylactic immunotherapy, coupled with widespread, effective vaccination.

## APPENDIX C.7: SUPPORT SERVICES: CONTINGENCY 2

### DEPARTMENT: Counseling Center

#### Overarching information:

\*Counseling centers should submit the following as part of their plan for fall operations:

- 1. Number of full-time counselors:** 16 FTE across both main campuses.
- 2. Number of part-time counselors:** 0
- 3. Current ratio of counselor FTE to spring 2020 student FTE:** 1:1,625 (Based on 26,000)
- 4. Number of counselors who will be able to continue to serve students in their current physical space?** 10
- 5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling)** 7 (telemental health services)
- 6. Needs for alternate physical spaces:** None
- 7. Current number of counselors approved to deliver tele-counseling:** 18
- 8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.**
  - Only a limited number of students will be able to engage in in-person therapy at any given hour due to the space recommendations for doing so (Not all offices are large enough to maintain 6 feet of distance between counselor and client). This will limit the number of people in the Counseling Center.
  - Distance markers will be placed between the front door and the check in desk to maintain spacing for students entering the building.
  - Chairs in the waiting room will be blocked to ensure that there is at least 6 feet of space between those sitting at any given time.
  - Students will be asked to wear a mask while in the center, and will be asked to use hand-sanitizer prior to using one of the waiting room intake computers.
  - Therapists will stagger picking their clients up from the waiting room to ensure traffic in the halls is limited.
  - Therapists will schedule their client for a next appointment from the therapy room, to avoid traffic at the front desk.
  - Waiting room chairs, intake computers, and telemental health offices (2) will be sprayed with disinfectant after the start of each hour.
  - The majority of services will remain virtual, including all therapy groups and drop-in workshops.
  - Screening times will be transitioned to same-day, brief appointments only.
  - No walk-in traffic will be allowed, students who feel they must speak to counselor immediately will be connected to telephone crisis counselor

#### **9. Resources needed to stand up a fully operational counseling center for fall with the alternate delivery options.**

Resource	Purpose	Cost
Hand sanitizer dispensers &	self-explanatory	\$54 (dispensers)

hand sanitizer		\$600 (8 gallons)
Face masks for counselors & each client/visit	Per American College Health Association guidance	\$850 (masks)
Disinfectant spray for chairs, Intake computers, telehealth rooms	Per American College Health Association guidance	\$300
Possible screens for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in	\$54 (dispensers) \$600 (8 gallons)

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

The American Psychological Association has made available a free, 8 hour training course on the provision of telemental health services. All current clinicians (including our new hire set to start 8/1) have received telemental health training. All trainees will be required to receive telemental health training prior to beginning to provide such services.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in service delivery	2 weeks prior to semester start	Executive Director (to be shared w/ website coordinator & social media coordinator)	<ul style="list-style-type: none"> <li>Services offered</li> <li>How to schedule services</li> <li>Crisis response options</li> </ul>	<ul style="list-style-type: none"> <li>Email push to all current clients</li> <li>Update on our website &amp; social media</li> </ul>
Mid-semester change in service delivery	ASAP	"	"	"

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

An addendum to the Counseling Center P & P manual has already been written to provide the expectation and procedures for conducting telemental health intakes, therapy sessions, and psychiatric services. This procedure addresses the necessary training any staff member would

need prior to the provision of mental health services. An additional addendum will need to be written to address how staff will be staggered to work remotely, should that become necessary.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

All staff can now work remotely if the Counseling Center is providing telemental health services only. However, during times of on-line classes only, a minimum of 2 clinicians and 1 staff member should be available in the office during operating hours. All staff work is tracked via their schedule in Titanium. Supervisors are able to monitor staff performance via Titanium. In addition, supervisors can provide weekly meetings with their supervisees via the same platform used for telemental health. There are no additional supervisory responsibilities that result from staff working remotely.

**What additional equipment is necessary, if any, to move staff to telework?** None.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** See above. Clinician schedules can be created so that they rotate on-site versus remote work, thus maintaining a minimum CC staff presence when necessary.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** The Doctoral Internship program begins on August 3. Thus, our new Doctoral Interns (4) and the training committee will need to be on campus. In addition, because therapeutic services are provided during semester breaks, front office staff, and a skeleton clinical staff will need to be on campus continuously. Staff are able to social distance since each has their own office.
- b. **At the beginning of the semester? Plan for social distancing?** See above - number of staff on-site can be adjusted up from the minimum depending on Contingency plan.
- c. **At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** See b.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** CC staff schedule 40 hours/week Mon-Friday between 7 am and 7 pm. Staff will rotate through the center, and can work remotely when seeing telemental health clients, or completing administrative work.

**Contingency 2: Fall classes begin fully online, students live on-campus**

**CLINICAL SERVICES**

- Clinical services will continue to be delivered 100% remotely as they have been since Spring semester. Once classes move to on-site format, the plan for clinical services outlined in Contingency 1 will be enacted.

- Staff will continue to work on-site in rotation until classes are moved to an on-site format.

### **OUTREACH PROGRAMMING/COMMUNITY CONSULTATIONS**

While all classes are on-line, outreach programming will be offered 100% remotely. Once classes are moved to on-site, outreach programming will be offered according to plan in Contingency 1.

### **TRAINING PROGRAMS**

Due to cohort size of both the Internship program and the practicum program, initial orientation and training will occur in-person. In addition to topics typically addressed, all trainees will receive training specific to the provision of telemental health. Once the training/orientation periods have concluded, the interns will follow the same protocols as staff. Practicum student procedures will be developed in consultation between the Practicum Coordinator, the Training Director, and the respective academic programs.

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## **DEPARTMENT: Career and Professional Services**

### **Overarching information:**

**Support Services Offered:** Career search, career assessment testing, resume critique, mock interviewing, internship/co-op search, internship scholarships, on-campus recruiting, professional development seminars, GSU 2131/2132 course instruction, and multiple career fairs.

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?** All of our services are available on-line today and students can select face-to-face or on-line services when they schedule appointments with our office. Face-to-face meetings can be moved from small offices to our computer lab to provide more space if needed. We are contracting with a virtual career fair vendor to provide virtual career fair experiences to supplement or replace our on-site career fairs, on-site recruiting, and networking events. If we are allowed to host on-site career fair and networking events we will need large supplies of hand sanitizer.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost

Hand sanitizer dispensers & hand sanitizer	self-explanatory	
Disinfectant spray for chairs, Intake computers	Recommended by HS	
Possible screens for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** Continued on-line professional development workshops with NACE and other organizations.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in service delivery	2 weeks prior to semester start	Director	<ul style="list-style-type: none"> <li>• Services offered</li> <li>• How to schedule services</li> </ul>	<p>Primary: weekly career services email</p> <p>Secondary: social media posts directing students to email</p>

Launch of new career management platform	June 1	Director	<ul style="list-style-type: none"> <li>• Launch of Handshake on June 1</li> <li>• New capabilities and access to more career opportunities</li> </ul>	Email Social media  University Marketing
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**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?** Will amend office policies to comply with Health Services recommendations for face-to-face meetings.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** All employees can work remotely. Supervisors have increased weekly touchpoints through Google Hangouts

**What additional equipment is necessary, if any, to move staff to telework?** None

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** No employees are required to be on campus but all employees will be allowed on campus to increase work productivity, and meet with students and employers, if they are comfortable with the safety provisions in place. If we move forward with on-site career and networking events, some staff will be required to be on site for set-up and execution.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- 1. In the weeks leading up to the beginning of Fall? Plan for social distancing?** Yes, if we are permitted to have our STEM Career Fair (9/2) and Eagle Expo Career Fair (9/30) we will need supporting staff on campus. Resume boot camp for students is scheduled for August 26, September 28-29. Social distancing plans in the office TBD per Health Services recommendations.
- 2. At the beginning of the semester? Plan for social distancing?** Yes, for all students who request face-to-face meetings with Career Development Specialists. And yes, if we move forward with our Resume Boot Camp (8/26), STEM Career Fair (9/2) and Eagle Expo Career Fair (9/30). Resume boot camp

for students is scheduled for August 26, September 28-29. See Contingency Plans 1-3 below for social distancing plans.

3. **At any other distinguishable time during the semester?** Yes, we have multiple student career events and employer on-campus recruiting events planned throughout the semester (total 12 events).

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** All staff have separate office space on both Armstrong and Statesboro campuses. Flexible schedules not planned unless required.

### **Contingency Plan 2: Fall classes begin fully only-line, students live on-campus**

- All individual services (i.e. career search, resume review, interview practice, etc) will be provided via on-line platforms.
- Limited one-on-one meetings will be offered, using the open computer lab as a space for such meetings to occur.
- All on-campus career fairs cancelled. 3-4 Virtual Career Fairs will be planned to replace on-campus events.
- To ensure student social distancing, open office hours will either be changed to appointment- only meetings, or student traffic will be limited to 10 or less students at one time.
- On-line class presentations will continue to be offered.
- With on-campus recruiting suspended, we will partner with employers to create remote interviewing sessions using our office as a professional interviewing location.
- Self-service options for students will be utilized to a greater extent.

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## **DEPARTMENT: Health Services**

### **Overarching information:**

**Health Centers** Health centers should be prepared to operate at full capacity for the fall semester. Health centers should submit the following as part of their plan for fall operations:

*In each of these scenarios, HSC will follow whatever guidance is available from GDPH and CDC at that given time. As we have seen already, that can change from day to day, so we will have mechanisms in place that will allow us to implement whatever guidance is available at that time. For each of these contingencies it is assumed that the contingency is based on a specific observed level of community transmission that is different for contingency; ie, for Contingency 1, that cannot happen if there is widespread community transmission occurring. For more detailed information on Health Services Operations, please see the Mitigation and Monitoring plans.*

- **Practices to be implemented for face-to-face health center visits from scheduling to delivery and follow-up appointments.** HSC already has policies and procedures in place for remaining operational, while following the guidance of GDPH and the CDC at every level of contingency plan. HSC has remained operational throughout the transition to on-line



classes, and will continue to do so, in response to any of the Contingency Plans, and in accordance with the recommendations of the GDPH and the CDC at any given time.

- **Practices to be implemented for telemedicine when needed or appropriate.**  
Telehealth will remain an option for those appointments for which it is deemed appropriate. Policies and procedures for providing telemedicine are already in place and will continue to be followed.
- **What additional materials, supplies, equipment will be Healthneeded for staff to begin the fall semester on campus, and to stand up a fully operational Health Services Center, regardless of Contingency Plan?** Refer to Mitigation and Monitoring.
- **What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** Refer to Mitigation and Monitoring. There are numerous online learning opportunities for telehealth practice that staff have been taking advantage of.
- **What is your department's plan for communicating your services and any necessary change in services to students?** Communication occurs via social media, the Health Services website, and through the Online Student Health portal messaging system. Additionally, communication occurs via GS main website and via GSnews when appropriate.
- **Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** Refer to Mitigation and Monitoring. All staff are able to work remotely, but for some that requires reassignment of duties while not in the office. For some staff this involves working on policy and procedure development and review when they are not in the clinic. Medical providers and nurses can perform telehealth functions remotely.
- **Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** Refer to Mitigation and Monitoring. Our staffing volume in the clinic is determined by patient volume, which is typically driven by student density on campus. All of our staff are considered essential, but we adjust staffing levels on-site based on patient volume.
- **Will your department require personnel on campus for operations during specific times of the semester?** If yes, Yes, as per above
  - a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** Refer to Mitigation and Monitoring. Yes, as per above
  - b. **At the beginning of the semester? Plan for social distancing?** Refer to Mitigation and Monitoring. Yes, as per above
  - c. **At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** Yes, as per above. Refer to Mitigation and Monitoring for complete details.

How will services through the **Health Center** be delivered for routine visits?

**Contingency Plan 2: Fall classes begin fully online, students live on campus.**

Assuming this scenario means there is still widespread community transmission of COVID, unless we receive guidance otherwise, we will continue in the same mode we have been in for the last several weeks.

- This means that almost all visits occur initially via telehealth, and if based on the telehealth visit, the medical provider determines that an in-person visit is required then the student will be scheduled for an in-person visit.
- Wellness/preventive health/health maintenance visits will be deferred until a later date unless time sensitive or absolutely necessary.
- Services would be limited to sick/problem-associated visits.
- All persons (patients, vendors, visitors, our staff) entering our facility will be masked, and will be screened for fever and respiratory symptoms. If fever and/or respiratory symptoms, they will not be allowed to enter unless their symptoms necessitate an in-person examination (if they are a patient). Employees with fever or symptoms will be sent home.

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**DEPARTMENT: Office of Multicultural Affairs**

**Overarching information**

**Support Services Offered:** mentorship, peer coaching, diversity training and workshops, cultural awareness programming, academic/personal development coaching

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

To practice social distancing will need to reconfigure our office space to allow for appropriate space between individuals. Staff will also need supplies - i.e. masks, gloves, etc - and we will need additional cleaning and sanitation supplies.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

We are examining purchasing additional webcams and microphones for our GAs to complete mentor sessions with students and general student meetings

Resource	Purpose	Cost
Web Cameras and Microphones (6)	Conduct virtual meetings with students	\$420 (70/each)
Masks & Gloves	In person interactions for staff	\$1500

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Continued training and information about guidelines and recommendations from the CDC and access to webinars about providing services in a virtual format.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Mentor Initiatives (how to join mentor programs)	June - August	Asst. Directors	How to join and information for info sessions	Emails, Social media,
Staff Training	August	Director	Training and Prep for year	Email
Student Leaders Training	August 13 - 16	Asst. Directors	Training & prep for academic year	Email
Diversity Education (Trainings/Works hops)	August (ongoing as needed)	Coordinators	How to access virtual programming /training	Email, social media, campus notifications

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

Include updates about expectations for working remotely with respect to what was created for this current plan.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

Everyone's job functions can be performed from home. Staff will report duties on a timelog at the end of every week.

**What additional equipment is necessary, if any, to move staff to telework?**

Everyone does not have access to WI-FI at home, which makes it difficult for some to work remotely.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

Our Administrative Assistant will be there daily. Other professional staff will rotate coverage.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** Yes, staff will need to be together for training, which will be hosted in a space that will allow for us to social distance and with masks and sanitation materials.
- b. **At the beginning of the semester? Plan for social distancing?**  
Same

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?**

Our staff can work in their offices without issues in respect to social distancing. For GAs and student workers, we will stagger their schedules to allow for the appropriate coverage.

**Contingency Plan 2: Fall classes begin full online, students live-on campus.**

- All events will be hosted via virtual means - i.e. virtual open house/welcome events, and Zoom meetings for mentor initiatives (MAP, MOVE, HOLA)
- Diversity Peer Educators students will host meetings, information sessions, and on-line trainings via on-line platforms.
- All student appointments will be scheduled via on-line platforms.
- All staff will rotate a presence in the office.
- Once classes return on-campus, plan will resemble Contingency 1.

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**DEPARTMENT: Sexual Assault Response Team/ Sexual Assault Prevention Educators**

**Support Services Offered:** Sexual violence awareness programming, peer education, bystander intervention training, student engagement, coordination of support services for survivors of sexual violence

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

Implement plans for Sex Signals to account for social distancing and additional sanitization. Discussions have been had with the production company regarding accommodating extra shows to allow for necessary capacity do to social distancing.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer	For use during educational events/meetings	
Disinfectant	For sanitization during educational events/meetings	
Masks	For SART GA use during	

	educational events/meetings	
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**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Many national organizations, such as Catharsis Productions, CAPPA, and AUCCO have been offering free continuing education opportunities for providing awareness programming online.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in delivery of education	2 weeks prior to the semester start	SART Chair (to be shared w/ SART GA and SART team)	<ul style="list-style-type: none"> <li>Accessing learning opportunities online</li> </ul>	<ul style="list-style-type: none"> <li>Campus listservs, website, and social media</li> </ul>
Change in response services for survivors	ASAP	SART Chair (following communication of change in P&P from campus/local response facilities)	<ul style="list-style-type: none"> <li>Changes in P&amp;P for local rape crisis centers, HS, and/or on and off-campus counseling</li> </ul>	<ul style="list-style-type: none"> <li>Campus listservs, website, and social media</li> </ul>

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

SART GA Training may be moved completely online if necessary. The SART GA is the only employee and can work almost entirely remotely. An alternative plan is to have the GA Training at the Counseling Center in a space that allows for social distancing. SASE training has already been transitioned to on-line modules.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

SART GA Training may be moved completely online, if necessary. The SART GA is the only employee and can work almost entirely remotely. SART GA and SART Chair will meet at least one hour weekly via phone or videoconferencing to discuss tasks.

**What additional equipment is necessary, if any, to move staff to telework? None.**

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational? None.**

**Will your department require personnel on campus for operations during specific times of the semester? No.**

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?**

SART GA will have flexibility in selecting the 20 hours/week that they work. In addition, the SART GA has a 120 square foot office that is private in which to work, thereby maintaining social distancing.

### **Contingency Plan 2: Fall Classes begin full online, students live on-campus.**

- Bass-Schuler Productions has made arrangements to offer all programming in a virtual format, should universities remain fully-online in fall. Therefore, Sex Signals will continue to be held during the 2nd week of the semester and would move to this alternate presentation method
- Current and new online opportunities for involvement will be offered (i.e., GS CARES webinar, Sexual Assault Student Educator training online, online One Love Healthy Relationship Workshops, etc.) until the university is able to fully reopen.
- Sexual Assault Student Educator meetings and training will occur virtually.
- Other in-person Fall programs, such as It's On Us week and Speak Up, Sing Out, will either move to an online format or be postponed until the Spring semester. SART and SASE will post social media content throughout the semester to maintain engagement.
- SART monthly meetings will continue to be held via video-conferencing.

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## **DEPARTMENT: Student Accessibility Resource Center**

### **Overarching information:**

**Support Services Offered:** Test proctoring services, first visits, intake meetings, follow-up meetings, weekly visits, notetaker request meetings, alternate book format requests, early registration, equipment loans, accommodation letters, faculty consultation, referrals for evaluation at the Regents Center for Learning Disorders

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?** Our office spaces will need to be evaluated to make sure that social distancing can be maintained when meeting with students and other visitors. Office furniture may need to be rearranged. Our testing center on the Armstrong campus will need to be re-configured to maintain social distancing since it is one large room. Graduate assistants will need to be placed in other staff offices since the main reception area on the Armstrong campus does not allow for social

distancing with its limited space and current setup. We will continue to offer virtual meetings to students in order to meet with vulnerable students.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Disinfectant wipes	Disinfect office surfaces after visitors	
Hand sanitizer dispensers and hand sanitizer refills and bottles	Minimize the spread of germs	
Plexiglass partition for front office desk on Armstrong campus (front desk area at Statesboro campus has glass panels)	To provide protection for front office staff who work closely with students throughout the day	
Webcam/microphone sets in order to continue to meet with students who prefer to meet with us virtually.	Minimize the spread of germs especially for vulnerable students.	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** We participated in a class with Jane Jarrow on Preparing for the Immediate Future: Remote Intake Interviews. Resources and webinars from our professional organization, AHEAD (Association on Higher Education and Disability), are also available on their website.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
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Applying for accommodations	Ongoing	Director	Services offered and how to schedule them	Website updates
Test proctoring services	Ongoing	Director	In-person or virtual test proctoring services as needed for students with special accommodation needs (reader, scribe, etc.)	Website updates and email to students

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?** N/A

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** All SARC staff can work remotely if we are providing virtual support services. Staff members are to be available during the regular work hours of 8:00-5:00 to meet with students and perform other job duties.

**What additional equipment is necessary, if any, to move staff to telework?** We have received funding for webcam/microphones for our professional staff to continue to have virtual meetings with students in order to meet their needs if they do not wish to meet with staff face-to-face.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** We are prepared to have some or all of our staff return to campus as needed.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

**a. In the weeks leading up to the beginning of Fall? Plan for social distancing?**

We should offer face-to-face meetings with students during the summer, especially incoming freshman students, while maintaining social distancing.

**b. At the beginning of the semester? Plan for social distancing?** Staff should be available on campus to prepare and distribute accommodation letters to students, meet with incoming students for intakes, and meet with continuing students for notetaker requests, alternate book format requests, equipment loans, etc.

**c. At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** Staff should be available on campus to meet with students throughout the semester unless we receive guidance that it is unsafe to do so.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** We should be able to practice social distancing without having flexible work schedules for regular staff. We may need to



review our work schedules for student workers and graduate assistants to ensure we have adequate space for them to practice social distancing.

**Contingency Plan 2: Fall classes begin fully online, students live on-campus.**

- SARC staff will meet with students and parents in-person on campus if allowed while maintaining social distancing and continue to provide an option for virtual meetings.
- SARC will provide test proctoring services remotely until classes resume on-campus.
- SARC will email accommodation letters to professors for students.
- SARC staff will continue to work with the Regents Center for Learning Disorders to review students' medical documentation to determine reasonable accommodations.

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**DEPARTMENT: Student Wellness & Health Promotion**

**Overarching Information**

**Support Services Offered:** *Outreach Programming, Wellness Coaching*

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

- **What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Disinfectant & Paper towels (30 cans of disinfectant spray and 16 rolls of paper towels)	Frequently touched spaces/surfaces	\$300
Painters Tape (2,160 ft)	Marking to ensure Social Distancing	\$65
(4) A frame Dry Erase Frame	Inform social distancing guidelines	\$600
Hand sanitizer dispensers & hand sanitizer	Personal Disinfectant	\$54 (dispensers) \$600 (8 gallons)
Sun shades/Side Wall for tents (6)	Social Distancing & provides barrier at event	\$100
Screens/Dividers (4)	To provide protection during event check in and/or co- workers depending on space allocation	\$ 415

- **What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Free webinars by NIRSA, APHA, ACHA, Catharsis

Virtual CEU opportunities are available for Director and Associate Director's credentials

- **What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Wellness Coaching	First week of semester	Associate Director	<ul style="list-style-type: none"> <li>• Programing and Scheduling information</li> <li>• PPE expectations</li> </ul>	OFI, Website, Social Media, Housing Newsletter, GS Info
Peer Educator Training	2 weeks prior to start of semester	Associate Director	<ul style="list-style-type: none"> <li>• Primary method of operating</li> <li>• Program Calendar</li> <li>• Educator wellbeing considerations (Social Distancing)</li> <li>• Training Schedule</li> </ul>	Primary: Email, Secondary: Group Me
GA/Intern Staff Training	2 weeks prior to start of semester	Associate Director	<ul style="list-style-type: none"> <li>• Primary method of operating</li> <li>• Staff Expectations</li> <li>• Staff schedule</li> <li>• Employee wellbeing considerations (Social Distancing)</li> <li>• Training Schedule</li> </ul>	Primary: Email, Secondary: Phone
Outreach Program Calendar	2 weeks prior to event	Associate Director	<ul style="list-style-type: none"> <li>• Program Details</li> <li>• Social Distancing</li> </ul>	OFI, Website, Social Media, Housing Newsletter, GS

			Expectations	Info
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- **What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**  
An addendum to the Employee Manual to include to address how staff will be staggered to work remotely, should that become necessary, social distancing/PPE guidelines and amendments to delivery of services.
- **Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**  
All employees can effectively work remotely as illustrated by Spring 2020 Semester. Employees are required to participate in video conferencing for meetings, complete a daily journal documenting their work and time allocation as meet required deadlines/deliverables as assigned in ASANA
- **What additional equipment is necessary, if any, to move staff to telework?** None
- **Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**  
Student Wellness & Health Promotion, that if CDC recommendations reflect the need for social distancing, programming operations would be more effective and higher quality if offered via a virtual modality. See Contingency Plans.
- **In the weeks leading up to the beginning of Fall? Plan for social distancing?**  
Director & Associate Director may need to report to campus to monitor the department move and organize Fall supplies and/or disinfect workspaces.

#### **Contingency Plan 2: Fall Classes begin fully on-line, students live on-campus.**

- Staff can work their required hours weekly on campus and remotely based on the needs of students.
- Based on CDC guidance, large and small scale programming and meetings will be designed to be offered in a virtual capacity either as a Social Marketing Campaign via social media or as a virtual event.
- There will also be programming opportunities offered on campuses. Social distancing and other CDC guidance will be followed regarding small and large scale programs.

## **DEPARTMENT: TRIO Student Support Services**

### **Overarching Information:**

**Support Services Offered:** Course selection assistance, financial aid assistance, financial literacy counseling, career exploration, graduate and professional school admissions assistance and mentoring

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer dispensers and hand sanitizer	Hand sanitation at Entrances/exits to computer labs, study areas, meeting spaces and office areas/suites	4 handsfree dispensers-\$30/each=\$120 4 refills-\$80/each=\$320 Total: \$440
Disinfectant spray or wipes for hard surfaces such as desks, chairs and computer lab tables, computers and printers	To constantly disinfectant before and after staff and student meetings/visits	4 packs of disinfectant-\$42.37=\$169.48 2 packs of spray-\$79/each=\$158 Total: \$327.48
Sneeze/cough guards/ screens for front desk areas as well as private office areas	To provide protection to front staff and desk workers who come in contact with students	2 shields-\$400/each=\$800

**\*\*Total costs are as of 05/14/2020 taken from Marketplace (Staples and Amazon).**

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

- The Council of Opportunity in Education (COE) has been offering several webinars for COE institutions to attend to provide best practices of engaging with students virtually during this time. We will also take the University's, local Health Department's and CDC's lead on best practices.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Kick-off/Orientation	August	NA	--Date: August 13 & 19th --Time: TBA  -- Social distancing expectations (as stated in plan 1)	Primary: email Secondary: social media posts directing students to email

Website/social media/print media	Ongoing	All staff	Ongoing -- Social distancing expectations (NA)	Primary: email Secondary: social media posts directing students to email, university catalog, postcards, brochures, and yard signs
Mentoring, Coaching and/or Advising Meetings	2nd week of classes/ ongoing	All staff	--Date/time meeting  -- Social distancing expectations (as stated in plan 1 and 2)	Primary: email Secondary: social media posts directing students to email
Workshop schedule	3 weeks prior to start of semester	Director(s) Coordinator(s)	--Location (either virtual or in person)  --Social distancing expectations (as stated in plan 1 and 2)	Primary: email Secondary: social media posts directing students to email
Intake appointments potential new students	Ongoing	All staff	Ongoing throughout academic year  --Social distancing expectations (as stated in plan 1 and 2)	
SOAR	Summer/beginning of Fall & Spring term	Admissions	As per SOAR schedule	As per SOAR instructions
Savannah/Boro Browse	Each semester	OSA	As per OSA schedule	As per OSA instructions

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

Policy-staff consider using a google number to call students instead of personal cell number. All procedures have been moved to a virtual environment.

**Which of your employees are able to operate remotely?** Staff will work required hours on campus and remotely based on the needs of students.

**What are the supervisor expectations for these employees beyond the stated job duties?**

Staff are to be available during regular office hours for meetings, calls and answering emails.

**What additional equipment is necessary, if any, to move staff to telework?**

Small printer/scanner. Laptops.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

**Will your department require personnel on campus for operations during specific times of the semester?** No

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** See Contingency plans.

**Contingency Plan 2: Fall classes begin fully online, students live on-campus**

- Virtual new student orientation/program kickoff -At the start of each school year, Statesboro TRIO hosts a new student orientation for new participants to the program and Armstrong/Liberty TRIO hosts a Kickoff for all participants. These activities would be a Zoom or Google Meet event. Students will be emailed a link and expected to be on a video chat with program staff to review program requirements, receive updates and ask questions. These events will also be available in person following CDC guidelines and social distancing.
- Mentor/advising and coaching meetings-Will remain virtual or if requested by the student or necessary over the phone. We could do staggered mentor meetings when students come in by appointment only to adhere to social distancing guidelines.
- Tutoring-We will follow the university's tutoring center guidelines whether that is virtual or in person. Both would be either by appointment or set hours for group/individual sessions.
- Programming/workshops- Guidelines set by the university would be adhered to as to social distancing or maximum group attendance. Students would be required to sign up for attendance purposes via the university system (similar to myinvolvement). Programs/workshops would be recorded and streamed live to facilitate more options for students.
- Students will be encouraged to wear a mask during meetings, workshops etc.
- Staffing-all staff will work their required hours in a combination of on campus and remote, based on the needs of students and the time of year.

## APPENDIX C.8: SUPPORT SERVICES: CONTINGENCY 3

### DEPARTMENT: Counseling Center

#### Overarching information:

\*Counseling centers should submit the following as part of their plan for fall operations:

- 1. Number of full-time counselors:** 16 FTE across both main campuses.
- 2. Number of part-time counselors:** 0
- 3. Current ratio of counselor FTE to spring 2020 student FTE:** 1:1,625 (Based on 26,000)
- 4. Number of counselors who will be able to continue to serve students in their current physical space?** 10
- 5. Number of counselors who will need either different physical space or will need to engage in alternate arrangements (tele-counseling)** 7 (telemental health services)
- 6. Needs for alternate physical spaces:** None
- 7. Current number of counselors approved to deliver tele-counseling:** 18
- 8. Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.**
  - Only a limited number of students will be able to engage in in-person therapy at any given hour due to the space recommendations for doing so (Not all offices are large enough to maintain 6 feet of distance between counselor and client). This will limit the number of people in the Counseling Center.
  - Distance markers will be placed between the front door and the check in desk to maintain spacing for students entering the building.
  - Chairs in the waiting room will be blocked to ensure that there is at least 6 feet of space between those sitting at any given time.
  - Students will be asked to wear a mask while in the center, and will be asked to use hand-sanitizer prior to using one of the waiting room intake computers.
  - Therapists will stagger picking their clients up from the waiting room to ensure traffic in the halls is limited.
  - Therapists will schedule their client for a next appointment from the therapy room, to avoid traffic at the front desk.
  - Waiting room chairs, intake computers, and telemental health offices (2) will be sprayed with disinfectant after the start of each hour.
  - The majority of services will remain virtual, including all therapy groups and drop-in workshops.
  - Screening times will be transitioned to same-day, brief appointments only.
  - No walk-in traffic will be allowed, students who feel they must speak to counselor immediately will be connected to telephone crisis counselor

#### **9. Resources needed to stand up a fully operational counseling center for fall with the alternate delivery options.**

Resource	Purpose	Cost
Hand sanitizer dispensers & hand sanitizer	self-explanatory	\$54 (dispensers) \$600 (8 gallons)
Face masks for counselors & each client/visit	Per American College Health Association guidance	\$850 (masks)
Disinfectant spray for chairs, Intake computers, telehealth rooms	Per American College Health Association guidance	\$300
Possible screens for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in	\$54 (dispensers) \$600 (8 gallons)

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

The American Psychological Association has made available a free, 8 hour training course on the provision of telemental health services. All current clinicians (including our new hire set to start 8/1) have received telemental health training. All trainees will be required to receive telemental health training prior to beginning to provide such services.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in service delivery	2 weeks prior to semester start	Executive Director (to be shared w/ website coordinator & social media coordinator)	<ul style="list-style-type: none"> <li>Services offered</li> <li>How to schedule services</li> <li>Crisis response options</li> </ul>	<ul style="list-style-type: none"> <li>Email push to all current clients</li> <li>Update on our website &amp; social media</li> </ul>
Mid-semester change in service delivery	ASAP	"	"	"

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**



An addendum to the Counseling Center P & P manual has already been written to provide the expectation and procedures for conducting telemental health intakes, therapy sessions, and psychiatric services. This procedure addresses the necessary training any staff member would need prior to the provision of mental health services. An additional addendum will need to be written to address how staff will be staggered to work remotely, should that become necessary.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

All staff can now work remotely if the Counseling Center is providing telemental health services only. However, during times of on-line classes only, a minimum of 2 clinicians and 1 staff member should be available in the office during operating hours. All staff work is tracked via their schedule in Titanium. Supervisors are able to monitor staff performance via Titanium. In addition, supervisors can provide weekly meetings with their supervisees via the same platform used for telemental health. There are no additional supervisory responsibilities that result from staff working remotely.

**What additional equipment is necessary, if any, to move staff to telework?** None.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** See above. Clinician schedules can be created so that they rotate on-site verses remote work, thus maintaining a minimum CC staff presence when necessary.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** The Doctoral Internship program begins on August 3. Thus, our new Doctoral Interns (4) and the training committee will need to be on campus. In addition, because therapeutic services are provided during semester breaks, front office staff, and a skeleton clinical staff will need to be on campus continuously. Staff are able to social distance since each has their own office.
- b. **At the beginning of the semester? Plan for social distancing?** See above - number of staff on-site can be adjusted up from the minimum depending on Contingency plan.
- c. **At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** See b.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** CC staff schedule 40 hours/week Mon-Friday between 7 am and 7 pm. Staff will rotate through the center, and can work remotely when seeing telemental health clients, or completing administrative work.

**Contingency 3: Classes and operations must go to an online format for a period of time during the semester.**

**CLINICAL SERVICES**

- During periods of on-site classes, the delivery of clinical services will occur as outlined in Contingency 1. During periods of on-line only classes, clinical services will be delivered 100% remotely with staff rotating through the center for coverage.

**OUTREACH PROGRAMMING/COMMUNITY CONSULTATIONS**

Consistent with Contingency 2

**TRAINING PROGRAMS**

Consistent with Contingency 2.

**DEPARTMENT: Career and Professional Services****Overarching information:**

**Support Services Offered:** Career search, career assessment testing, resume critique, mock interviewing, internship/co-op search, internship scholarships, on-campus recruiting, professional development seminars, GSU 2131/2132 course instruction, and multiple career fairs.

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?** All of our services are available on-line today and students can select face-to-face or on-line services when they schedule appointments with our office. Face-to-face meetings can be moved from small offices to our computer lab to provide more space if needed. We are contracting with a virtual career fair vendor to provide virtual career fair experiences to supplement or replace our on-site career fairs, on-site recruiting, and networking events. If we are allowed to host on-site career fair and networking events we will need large supplies of hand sanitizer.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer dispensers & hand sanitizer	self-explanatory	

Disinfectant spray for chairs, Intake computers	Recommended by HS	
Possible screens for front desk areas	To provide protection for front desk workers who come into contact with students as they check-in	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** Continued on-line professional development workshops with NACE and other organizations.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in service delivery	2 weeks prior to semester start	Director	<ul style="list-style-type: none"> <li>• Services offered</li> <li>• How to schedule services</li> </ul>	<p>Primary: weekly career services email</p> <p>Secondary: social media posts directing students to email</p>

Launch of new career management platform	June 1	Director	<ul style="list-style-type: none"> <li>• Launch of Handshake on June 1</li> <li>• New capabilities and access to more career opportunities</li> </ul>	Email Social media University Marketing
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**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?** Will amend office policies to comply with Health Services recommendations for face-to-face meetings.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** All employees can work remotely. Supervisors have increased weekly touchpoints through Google Hangouts

**What additional equipment is necessary, if any, to move staff to telework?** None

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** No employees are required to be on campus but all employees will be allowed on campus to increase work productivity, and meet with students and employers, if they are comfortable with the safety provisions in place. If we move forward with on-site career and networking events, some staff will be required to be on site for set-up and execution.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- 1. In the weeks leading up to the beginning of Fall? Plan for social distancing?** Yes, if we are permitted to have our STEM Career Fair (9/2) and Eagle Expo Career Fair (9/30) we will need supporting staff on campus. Resume boot camp for students is scheduled for August 26, September 28-29. Social distancing plans in the office TBD per Health Services recommendations.
- 2. At the beginning of the semester? Plan for social distancing?** Yes, for all students who request face-to-face meetings with Career Development Specialists. And yes, if we move forward with our Resume Boot Camp (8/26), STEM Career Fair (9/2) and Eagle Expo Career Fair (9/30). Resume boot camp

for students is scheduled for August 26, September 28-29. See Contingency Plans 1-3 below for social distancing plans.

3. **At any other distinguishable time during the semester?** Yes, we have multiple student career events and employer on-campus recruiting events planned throughout the semester (total 12 events).

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** All staff have separate office space on both Armstrong and Statesboro campuses. Flexible schedules not planned unless required.

**Contingency Plan 3: Classes and operations must go to an on-line format for a period of time during the semester.**

- All individual services (i.e. career search, resume review, interview practice, etc) will be provided via on-line platforms and in person with social distancing.
- Open office hours will be supported by staff on campus and remotely, based on student needs. Staff will be available to meet with students as they build up in the on-line queue
- On-line class presentations will continue to be offered.
- 3-4 Virtual Career Fairs will be planned to replace on-campus events.
- With on-campus recruiting suspended, we will partner with employers to create remote interviewing sessions in a virtual environment
- Self-service options for students will be utilized to a greater extent.

## **DEPARTMENT: Health Services**

### **Overarching information:**

**Health Centers** Health centers should be prepared to operate at full capacity for the fall semester. Health centers should submit the following as part of their plan for fall operations:

*In each of these scenarios, HSC will follow whatever guidance is available from GDPH and CDC at that given time. As we have seen already, that can change from day to day, so we will have mechanisms in place that will allow us to implement whatever guidance is available at that time. For each of these contingencies it is assumed that the contingency is based on a specific observed level of community transmission that is different for contingency; ie, for Contingency 1, that cannot happen if there is widespread community transmission occurring. For more detailed information on Health Services Operations, please see the Mitigation and Monitoring plans.*

- **Practices to be implemented for face-to-face health center visits from scheduling to delivery and follow-up appointments.** HSC already has policies and procedures in place for remaining operational, while following the guidance of GDPH and the CDC at every level of contingency plan. HSC has remained operational throughout the transition to on-line classes, and will continue to do so, in response to any of the Contingency Plans, and in accordance with the recommendations of the GDPH and the CDC at any given time.

- **Practices to be implemented for telemedicine when needed or appropriate.**  
Telehealth will remain an option for those appointments for which it is deemed appropriate. Policies and procedures for providing telemedicine are already in place and will continue to be followed.
- **What additional materials, supplies, equipment will be Healthneeded for staff to begin the fall semester on campus, and to stand up a fully operational Health Services Center, regardless of Contingency Plan?** Refer to Mitigation and Monitoring.
- **What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** Refer to Mitigation and Monitoring. There are numerous online learning opportunities for telehealth practice that staff have been taking advantage of.
- **What is your department's plan for communicating your services and any necessary change in services to students?** Communication occurs via social media, the Health Services website, and through the Online Student Health portal messaging system. Additionally, communication occurs via GS main website and via GSnews when appropriate.
- **Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** Refer to Mitigation and Monitoring. All staff are able to work remotely, but for some that requires reassignment of duties while not in the office. For some staff this involves working on policy and procedure development and review when they are not in the clinic. Medical providers and nurses can perform telehealth functions remotely.
- **Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** Refer to Mitigation and Monitoring. Our staffing volume in the clinic is determined by patient volume, which is typically driven by student density on campus. All of our staff are considered essential, but we adjust staffing levels on-site based on patient volume.
- **Will your department require personnel on campus for operations during specific times of the semester?** If yes, Yes, as per above
  - a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** Refer to Mitigation and Monitoring. Yes, as per above
  - b. **At the beginning of the semester? Plan for social distancing?** Refer to Mitigation and Monitoring. Yes, as per above
  - c. **At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** Yes, as per above. Refer to Mitigation and Monitoring for complete details.

How will services through the **Health Center** be delivered for routine visits?

**Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester.**

Regardless of teaching modality, Health Services will continue to adjust its service provisions to meet the guidelines of GPH and the CDC at any given point in the semester. Policies and procedures are already in place to address service provision at any given level of COVID-19 transmission. See sections on Mitigation and Monitoring for more detailed information.

**DEPARTMENT: Office of Multicultural Affairs**

**Overarching information**

**Support Services Offered:** mentorship, peer coaching, diversity training and workshops, cultural awareness programming, academic/personal development coaching

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

To practice social distancing will need to reconfigure our office space to allow for appropriate space between individuals. Staff will also need supplies - i.e. masks, gloves, etc - and we will need additional cleaning and sanitation supplies.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

We are examining purchasing additional webcams and microphones for our GAs to complete mentor sessions with students and general student meetings

Resource	Purpose	Cost
Web Cameras and Microphones (6)	Conduct virtual meetings with students	\$420 (70/each)
Masks & Gloves	In person interactions for staff	\$1500

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Continued training and information about guidelines and recommendations from the CDC and access to webinars about providing services in a virtual format.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
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Mentor Initiatives (how to join mentor programs)	June - August	Asst. Directors	How to join and information for info sessions	Emails, Social media,
Staff Training	August	Director	Training and Prep for year	Email
Student Leaders Training	August 13 - 16	Asst. Directors	Training & prep for academic year	Email
Diversity Education (Trainings/Works hops)	August (ongoing as needed)	Coordinators	How to access virtual programming /training	Email, social media, campus notifications

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

Include updates about expectations for working remotely with respect to what was created for this current plan.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

Everyone's job functions can be performed from home. Staff will report duties on a timelog at the end of every week.

**What additional equipment is necessary, if any, to move staff to telework?**

Everyone does not have access to WI-FI at home, which makes it difficult for some to work remotely.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

Our Administrative Assistant will be there daily. Other professional staff will rotate coverage.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

- a. **In the weeks leading up to the beginning of Fall? Plan for social distancing?** Yes, staff will need to be together for training, which will be hosted in a space that will allow for us to social distance and with masks and sanitation materials.
- b. **At the beginning of the semester? Plan for social distancing?**  
Same

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?**

Our staff can work in their offices without issues in respect to social distancing. For GAs and student workers, we will stagger their schedules to allow for the appropriate coverage.



**Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester.**

- Reopening plan will begin as with Contingency plan 1. As classes move to on-line format, staffing will move to Contingency 2.
- As classes move to on-line classes, any remaining in-person programming will be moved to live broadcast or recorded programming only.
- Student appointments, and Diversity Peer Educator services will be offered via on-line platform regardless of whether classes are held on-campus or on-line.

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**DEPARTMENT: Sexual Assault Response Team/ Sexual Assault Prevention Educators**

**Support Services Offered:** Sexual violence awareness programming, peer education, bystander intervention training, student engagement, coordination of support services for survivors of sexual violence

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

Implement plans for Sex Signals to account for social distancing and additional sanitization. Discussions have been had with the production company regarding accommodating extra shows to allow for necessary capacity do to social distancing.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Hand sanitizer	For use during educational events/meetings	
Disinfectant	For sanitization during educational events/meetings	
Masks	For SART GA use during educational events/meetings	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Many national organizations, such as Catharsis Productions, CAPPA, and AUCCO have been offering free continuing education opportunities for providing awareness programming online.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Change in delivery of education	2 weeks prior to the semester start	SART Chair (to be shared w/ SART GA and SART team)	<ul style="list-style-type: none"> <li>Accessing learning opportunities online</li> </ul>	<ul style="list-style-type: none"> <li>Campus listservs, website, and social media</li> </ul>
Change in response services for survivors	ASAP	SART Chair (following communication of change in P&P from campus/local response facilities)	<ul style="list-style-type: none"> <li>Changes in P&amp;P for local rape crisis centers, HS, and/or on and off-campus counseling</li> </ul>	<ul style="list-style-type: none"> <li>Campus listservs, website, and social media</li> </ul>

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

SART GA Training may be moved completely online if necessary. The SART GA is the only employee and can work almost entirely remotely. An alternative plan is to have the GA Training at the Counseling Center in a space that allows for social distancing. SASE training has already been transitioned to on-line modules.

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

SART GA Training may be moved completely online, if necessary. The SART GA is the only employee and can work almost entirely remotely. SART GA and SART Chair will meet at least one hour weekly via phone or videoconferencing to discuss tasks.

**What additional equipment is necessary, if any, to move staff to telework?** None.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** None.

**Will your department require personnel on campus for operations during specific times of the semester?** No.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?**

SART GA will have flexibility in selecting the 20 hours/week that they work. In addition, the SART GA has a 120 square foot office that is private in which to work, thereby maintaining social distancing.

**Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester.**

- Sex Signals will be presented in person, with social distancing (see Contingency 1)
- SASE training and meetings will continue to be held on-line
- SART meetings will continue to be held on-line
- All scheduled programming can be toggled between in-person or on-line formats depending on status of classes at any given time during the semester.

**DEPARTMENT: Student Accessibility Resource Center**

**Overarching information:**

**Support Services Offered:** Test proctoring services, first visits, intake meetings, follow-up meetings, weekly visits, notetaker request meetings, alternate book format requests, early registration, equipment loans, accommodation letters, faculty consultation, referrals for evaluation at the Regents Center for Learning Disorders

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?** Our office spaces will need to be evaluated to make sure that social distancing can be maintained when meeting with students and other visitors. Office furniture may need to be rearranged. Our testing center on the Armstrong campus will need to be re-configured to maintain social distancing since it is one large room. Graduate assistants will need to be placed in other staff offices since the main reception area on the Armstrong campus does not allow for social distancing with its limited space and current setup. We will continue to offer virtual meetings to students in order to meet with vulnerable students.

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Disinfectant wipes	Disinfect office surfaces after visitors	
Hand sanitizer dispensers and hand sanitizer refills and bottles	Minimize the spread of germs	

Plexiglass partition for front office desk on Armstrong campus (front desk area at Statesboro campus has glass panels)	To provide protection for front office staff who work closely with students throughout the day	
Webcam/microphone sets in order to continue to meet with students who prefer to meet with us virtually.	Minimize the spread of germs especially for vulnerable students.	

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?** We participated in a class with Jane Jarrold on Preparing for the Immediate Future: Remote Intake Interviews. Resources and webinars from our professional organization, AHEAD (Association on Higher Education and Disability), are also available on their website.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Applying for accommodations	Ongoing	Director	Services offered and how to schedule them	Website updates
Test proctoring services	Ongoing	Director	In-person or virtual test proctoring services as needed for students with special accommodation needs (reader, scribe, etc.)	Website updates and email to students

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?** N/A

**Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?** All SARC staff can work

remotely if we are providing virtual support services. Staff members are to be available during the regular work hours of 8:00-5:00 to meet with students and perform other job duties.

**What additional equipment is necessary, if any, to move staff to telework?** We have received funding for webcam/microphones for our professional staff to continue to have virtual meetings with students in order to meet their needs if they do not wish to meet with staff face-to-face.

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?** We are prepared to have some or all of our staff return to campus as needed.

**Will your department require personnel on campus for operations during specific times of the semester? If yes,**

**a. In the weeks leading up to the beginning of Fall? Plan for social distancing?**

We should offer face-to-face meetings with students during the summer, especially incoming freshman students, while maintaining social distancing.

**b. At the beginning of the semester? Plan for social distancing?** Staff should be available on campus to prepare and distribute accommodation letters to students, meet with incoming students for intakes, and meet with continuing students for notetaker requests, alternate book format requests, equipment loans, etc.

**c. At any other distinguishable time during the semester? Please indicate timing and plan for social distancing.** Staff should be available on campus to meet with students throughout the semester unless we receive guidance that it is unsafe to do so.

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department?** We should be able to practice social distancing without having flexible work schedules for regular staff. We may need to review our work schedules for student workers and graduate assistants to ensure we have adequate space for them to practice social distancing.

**Contingency Plan 3: Classes and operations must toggle between on-site and online format for a limited period of time during the semester, students live on-campus**

- SARC staff will meet with students and parents in-person on campus if allowed while maintaining social distancing and continue to provide an option for virtual meetings.
- SARC will provide test proctoring services remotely until classes resume on-campus.
- SARC will email accommodation letters to professors for students.
- SARC staff will continue to work with the Regents Center for Learning Disorders to review students' medical documentation to determine reasonable accommodations.

## **DEPARTMENT: Student Wellness & Health Promotion**

### **Overarching Information**

Georgia Southern University Support Services: Contingency Plan 3

**Support Services Offered:** *Outreach Programming, Wellness Coaching*

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

- **What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**

Resource	Purpose	Cost
Disinfectant & Paper towels (30 cans of disinfectant spray and 16 rolls of paper towels)	Frequently touched spaces/surfaces	\$300
Painters Tape (2,160 ft)	Marking to ensure Social Distancing	\$65
(4) A frame Dry Erase Frame	Inform social distancing guidelines	\$600
Hand sanitizer dispensers & hand sanitizer	Personal Disinfectant	\$54 (dispensers) \$600 (8 gallons)
Sun shades/Side Wall for tents (6)	Social Distancing & provides barrier at event	\$100
Screens/Dividers (4)	To provide protection during event check in and/or co-workers depending on space allocation	\$ 415

- **What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

Free webinars by NIRSA, APHA, ACHA, Catharsis

Virtual CEU opportunities are available for Director and Associate Director's credentials

- **What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Wellness Coaching	First week of semester	Associate Director	<ul style="list-style-type: none"> <li>• Programing and Scheduling information</li> </ul>	OFI, Website, Social Media, Housing Newsletter, GS

			<ul style="list-style-type: none"> <li>• PPE expectations</li> </ul>	Info
Peer Educator Training	2 weeks prior to start of semester	Associate Director	<ul style="list-style-type: none"> <li>• Primary method of operating</li> <li>• Program Calendar</li> <li>• Educator wellbeing considerations (Social Distancing)</li> <li>• Training Schedule</li> </ul>	Primary: Email, Secondary: Group Me
GA/Intern Staff Training	2 weeks prior to start of semester	Associate Director	<ul style="list-style-type: none"> <li>• Primary method of operating</li> <li>• Staff Expectations</li> <li>• Staff schedule</li> <li>• Employee wellbeing considerations (Social Distancing)</li> <li>• Training Schedule</li> </ul>	Primary: Email, Secondary: Phone
Outreach Program Calendar	2 weeks prior to event	Associate Director	<ul style="list-style-type: none"> <li>• Program Details</li> <li>• Social Distancing Expectations</li> </ul>	OFI, Website, Social Media, Housing Newsletter, GS Info

- **What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

An addendum to the Employee Manual to include to address how staff will be staggered to work remotely, should that become necessary, social distancing/PPE guidelines and amendments to delivery of services.

- **Which of your employees are able to operate remotely? What are the supervisor expectations for these employees beyond the stated job duties?**

All employees can effectively work remotely as illustrated by Spring 2020 Semester. Employees are required to participate in video conferencing for meetings, complete a daily journal documenting their work and time allocation as meet required deadlines/deliverables as assigned in ASANA

- **What additional equipment is necessary, if any, to move staff to telework?** None
- **Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

Student Wellness & Health Promotion, that if CDC recommendations reflect the need for social distancing, programming operations would be more effective and higher quality if offered via a virtual modality.

- **In the weeks leading up to the beginning of Fall? Plan for social distancing?**

Director & Associate Director may need to report to campus to monitor the department move and organize Fall supplies and/or disinfect workspaces.

**Contingency Plan 3: Classes and operations must go to an on-line format for a period of time during the semester.**

- Staff will be required to report to campus when classes are on-site.
- When on-site employee schedules will be staggered to ensure workspace allows for at least 6ft of space between workstations.
- When on-site, Individuals sharing an office will be encouraged to wear a face covering when interacting with the public or co-workers and disinfect their workstation as well as sanitize hands before beginning their work shift, after completing their work shift and at least every two hours during the workshift or as needed.
- Based on CDC guidance, large and small scale programming and meetings will be designed to be offered in a virtual capacity either as a Social Marketing Campaign via social media or as a virtual event. Programming will also be offered to students in person following social distancing and CDC guidelines.
- When classes toggle to on-line, staff will continue to work their required weekly hours on campus and remotely, based on the needs of students.

## **DEPARTMENT: TRIO Student Support Services**

### **Overarching Information:**

**Support Services Offered:** Course selection assistance, financial aid assistance, financial literacy counseling, career exploration, graduate and professional school admissions assistance and mentoring

**Building on your plan for the gradual return to campus, what additional actions will need to occur to ensure that the staff in your office are prepared to start the fall semester, including servicing students in person, while also practicing social distancing?**

**What additional materials, supplies, equipment will be needed for staff to begin the fall semester on campus, to which you currently do not have access?**



Resource	Purpose	Cost
Hand sanitizer dispensers and hand sanitizer	Hand sanitation at Entrances/exits to computer labs, study areas, meeting spaces and office areas/suites	4 handsfree dispensers-\$30/each=\$120 4 refills-\$80/each=\$320 Total: \$440
Disinfectant spray or wipes for hard surfaces such as desks, chairs and computer lab tables, computers and printers	To constantly disinfectant before and after staff and student meetings/visits	4 packs of disinfectant-\$42.37=\$169.48 2 packs of spray-\$79/each=\$158 Total: \$327.48
Sneeze/cough guards/screens for front desk areas as well as private office areas	To provide protection to front staff and desk workers who come in contact with students	2 shields-\$400/each=\$800

\*\*Total costs are as of 05/14/2020 taken from Marketplace (Staples and Amazon).

**What staff development opportunities related to best practices in the remote work environment for job duties are available for your staff?**

- The Council of Opportunity in Education (COE) has been offering several webinars for COE institutions to attend to provide best practices of engaging with students virtually during this time. We will also take the University's, local Health Department's and CDC's lead on best practices.

**What is your department's plan for communicating your services and any necessary change in services to students?**

Content Topic	Timeline	Content Owner	Critical Points	Method of communication
Kick-off/Orientation	August	NA	--Date: August 13 & 19th --Time: TBA  -- Social distancing expectations (as stated in plan 1)	Primary: email Secondary: social media posts directing students to email
Website/social media/print media	Ongoing	All staff	Ongoing  -- Social distancing expectations (NA)	Primary: email Secondary: social media posts directing students to email, university catalog, postcards,

				brochures, and yard signs
Mentoring, Coaching and/or Advising Meetings	2nd week of classes/ ongoing	All staff	--Date/time meeting -- Social distancing expectations (as stated in plan 1 and 2)	Primary: email Secondary: social media posts directing students to email
Workshop schedule	3 weeks prior to start of semester	Director(s) Coordinator(s)	--Location (either virtual or in person) --Social distancing expectations (as stated in plan 1 and 2)	Primary: email Secondary: social media posts directing students to email
Intake appointments potential new students	Ongoing	All staff	Ongoing throughout academic year --Social distancing expectations (as stated in plan 1 and 2)	
SOAR	Summer/beginning of Fall & Spring term	Admissions	As per SOAR schedule	As per SOAR instructions
Savannah/Boro Browse	Each semester	OSA	As per OSA schedule	As per OSA instructions

**What, if any, of your office policies & procedures need to be reviewed/amended to provide for a remote work environment, including expectations for new Hires?**

Policy-staff consider using a google number to call students instead of personal cell number. All procedures have been moved to a virtual environment.

**Which of your employees are able to operate remotely? All Staff**

**What are the supervisor expectations for these employees beyond the stated job duties?**

Staff are to be available during regular office hours for meetings, calls and answering emails.

**What additional equipment is necessary, if any, to move staff to telework? Small printer/scanner. Laptops.**

**Which employees are required to remain on campus and should remain on campus and practice social distancing while still having student residence life operational?**

**Will your department require personnel on campus for operations during specific times of the semester? No**

**What flexible Schedules will be implemented to ensure social distancing is possible for employees who remain on campus in your department? Yes, see plans below.**

**Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester.**

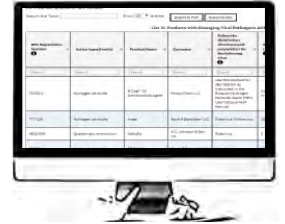
- Whether partial or full opening, we will request help with supplying disinfectant/hand sanitizer. Sanitizer/disinfectant will be required prior to entry and after leaving a meeting, office or program. Sign-in/out areas as well as study lounges will also have disinfectant/sanitizer available.
- We will inquire as to a shield (where applicable) for the protection of outer office student workers (plexiglass) to ensure their safety when greeting students
- In an effort to adhere to social distancing guidelines workshops will be hosted in spaces large enough to accommodate no less than six-feet between students (i.e., Russell Union 2047, Ogeechee Theater)
- Whenever possible meetings will be through appointment only and drop-ins will be at a minimum
- Students will be encouraged to wear a mask during meetings, workshops etc.
- Staff will work their required weekly hours. A combination of on campus and remote work can be completed, based on student needs.

# 6 Steps for Safe & Effective Disinfectant Use



## Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



## Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

## Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



## Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

## Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



## Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://coronavirus.gov)



# Not Just a Cough or a Sneeze!

# of Droplets

Distance Traveled



Breathing

**50 - 5,000  
Droplets**

**Low Velocity  
Most Fall to  
Ground**



Sneezing

**30,000 Droplets**

**200 MPH!**



Coughing

**3,000 Droplets**

**50 MPH**



Stay home as  
much as possible



Avoid crowds or  
large gatherings



Use a face mask  
when out in public



Wash your hands  
multiple times



UNITED STATES  
OLYMPIC & PARALYMPIC  
COMMITTEE

# Signs and Symptoms of COVID-19

## Most Common Symptoms



Fever  
( $> 100.4$ )



Cough



Shortness  
of breath

## Less Common Symptoms



Sore throat  
Congestion



Headache  
Chills



Muscle and  
Joint Pain



Nausea or  
Vomiting



Loss of sense  
of Smell



Diarrhea

# **COVID - 19**

**Keeping Coaches, Staff and  
Student-Athletes Safe**



# COVID-19 OVERVIEW

## **-What does COVID-19 even mean?**

There are seven known kinds of coronaviruses. Four of them cause the common cold. You may have seen COVID-19 called “novel coronavirus” because this is a new strain of the virus that was first seen in 2019.

## **-How does COVID-19 compare to the flu?**

The symptoms and how it is spread are very similar. The flu may be prevented through vaccines. Since COVID-19 is so new there is no vaccine yet, and people have not built up immunity.





# SYMPTOMS TO BE AWARE OF

- SORE THROAT
- COUGH
- SHORTNESS OF BREATH, DIFFICULTY BREATHING
- FEVER
- CHILLS
- MUSCLE PAIN
- NEW LOSS OF TASTE AND/OR SMELL
- OTHER SYMPTOMS INCLUDE GASTROINTESTINAL SYMPTOMS LIKE NAUSEA, VOMITING OR DIARRHEA

SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS.



# HAND HYGIENE

- [Video showing how to properly wash your hands.](#)
- Time to wash: 20 seconds
- Product to use: Regular soap kills COVID-19
- If soap is not, available hand sanitizer that contains @ least 60% alcohol.



# FREQUENTLY CLEAN PROTOCOLS

- Clean hands after contact with animals pets
- Clean hands after blowing nose, coughing or sneezing
- Clean hands after going to the restroom
- Clean hands before eating and before cooking
- Clean high touch surfaces:
  - Keys
  - Phone
  - Door Knobs/handles- *inside/outside doors, toilet handles, car handles, sink knobs*
  - Light switches
  - Steering wheel
  - Chairs/arm rests
  - Counter tops
  - Tables
  - Keyboards
  - Desks



# SOCIAL DISTANCING

- Avoid close contact with people who are sick, even inside your home
- Maintain 6 feet apart (about 2 arm's length apart) outside your home
- Remember respiratory droplets can travel further than 6 feet when it comes from yelling, coughing and/or sneezing.
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings



# COVER YOUR MOUTH AND NOSE WITH A CLOTH FACE COVER WHEN AROUND OTHERS

- EVERYONE SHOULD WEAR A CLOTH FACE COVER IN PUBLIC
- CLOTH FACE COVER IS MADE TO PROTECT OTHERS IN CASE YOU ARE INFECTED (OR ARE AN ASYMPTOMATIC CARRIER)
- YOU SHOULD STILL MAINTAIN 6 FEET APART
- IF YOU ARE IN A PRIVATE SETTING YOU DO NOT NEED TO COVER YOUR FACE



# CDC RECOMMENDATIONS

- IF YOU ARE SICK, STAY HOME - CALL YOUR ATHLETIC TRAINER - THEY WILL GIVE YOU SPECIFIC INSTRUCTIONS ON THE NEXT STEP IN YOUR CARE
- NOT STAYING HOME WILL JEOPARDIZE THE HEALTH OF OTHERS AND THE SUCCESS OF THE TEAM!!



# SHARED SPACES: WHAT YOU NEED TO KNOW

- IF YOU ARE SICK, ISOLATION WITHIN YOUR HOME MAY BE NECESSARY
- COVID -19 SPREADS BETWEEN PEOPLE IN CLOSE CONTACT FOR PERIODS OF TIME
- SPREADS THROUGH RESPIRATORY DROPLETS THAT CAN LAND IN THE MOUTHS, NOSES, EYES OR INHALED IN THE LUNGS



# SHARED SPACES

- SPREADS THROUGH HIGH TOUCH SURFACES B/C IT CAN LIVE ON CERTAIN SURFACES FOR A PERIOD OF TIME
  - *PLASTIC UP TO 4 DAYS*
  - *CARDBOARD 24 HOURS - 2 DAYS*
  - *STAINLESS STEEL UP TO 2 DAYS*
  - *IN THE AIR UP TO 2 HOURS*
  
- NEED TO BE VERY DILIGENT IN CLEANING WITHIN YOUR SHARED SPACES: BATHROOMS, LIVING ROOMS, KITCHEN, HIGH TOUCHED SURFACES.





# DURING HOME ISOLATION

- PROVIDES A WINDOW OF TIME IN WHICH A RECENTLY INFECTED PERSON MAY DEVELOP SYMPTOMS AND INCREASE THE CHANCES OF PROPER IDENTIFICATION OF COVID-19 AND REDUCE THE SPREAD TO OTHERS ON TEAM, CAMPUS AND COMMUNITY
  - *YOU CAN BE INFECTED WITH COVID -19 **WITHOUT** SYMPTOMS AND STILL INFECT OTHERS*
  - *YOU CAN HAVE MILD COLD-LIKE SYMPTOMS AND BE POSITIVE AND INFECT OTHERS*
  
- QUARANTINE PERIOD WILL BE TRACKED BY SPORTS MEDICINE STAFF



# HOME ISOLATION/QUARANTINE

- LIMIT TIME OUT OF THE HOUSE, EXERCISE PERMITTED IF SOCIAL DISTANCING HAS BEEN APPLIED AND YOU ARE NOT ILL
- ONLY LEAVE THE HOUSE WHEN NECESSARY: FOOD/GROCERY STORE/DOCTOR APPOINTMENT/MEDICINE PICK UP
- WEAR MASKS WHEN AWAY FROM HOUSE DURING ISOLATION
- CARRY HAND SANITIZER AT ALL TIMES (60% ALCOHOL) AND USE IT WHENEVER YOU TOUCH A SERVICE OUTSIDE YOUR CAR
- AVOID TOUCHING YOUR FACE: EYES/NOSE/MOUTH



# ENTERING A BUILDING

## **How you enter athletic facilities will change during the threat of COVID-19**

1. Social distancing while standing in lines (6ft at least) while waiting to enter buildings or you will be given a specific time to arrive.
2. Temperature checks using infrared touchless thermometers will be taken prior to entering a building
3. COVID -19 screening questions will need to be filled out to review any possible signs/symptoms
4. A sign in sheet to record name, time, sport, date and reason (weights/meeting/treatment) for entering the building will be required to log all entrances to the building.
5. Entrances will be identified for S-As entering athletic buildings and must be the only entrance utilized for a period of time.
6. No unannounced visits to the buildings will be allowed for a certain period of time



# ENTERING A BUILDING

7. Hand hygiene upon entering a building at a sink when available or the use of hand sanitizer with 60% alcohol (CDC guidelines).
8. Proper face coverings for a period of time will be required to keep everyone safe in the athletic facilities.
9. No walking around the building without a known appointment/scheduled time to be in there. So if your reason is treatment you need to enter the building and go straight to the athletic training room, once your session is completed you must leave the building. If there for weights, you go straight to weights then leave the building.
10. Entrance into a building after hours: cleaning will take place on equipment/rooms- all buildings will be closed a certain time after practice/etc.



# SCHEDULING MEETINGS/FILM REVIEW/CHATS

- Utilize online meetings when at all possible during the first 28 days of being back as a team during Phase one and two
- When meeting in person utilize larger spaces when allowed
- Utilize designated entrances so proper screening protocols can be implemented.



# QUESTIONS?

**Georgia Southern University**  
**Sports Medicine Department**  
**APPENDIX E.1 COVID-19 Risk Stratification and Evaluation**

The following policy and procedure is in regard to a student-athlete presenting with signs and symptoms similar to, related to an exposure of COVID-19.

**Policy 1.0 - Student Athlete Presents with a fever or signs/symptoms related to a possible COVID - 19:**

The student-athlete presents to sports medicine staff directly, indirectly, or to the athletic training room with signs/symptoms that are related to a possible COVID-19 case or they report exposure to a laboratory confirmed case of COVID -19 or to an invalid UAC with symptoms consistent with COVID-19 illness (<http://www.cdc.gov/Coronavirus/2019-ncov/pop/public-health-recommendations.html>). If presenting directly, temperatures will be taken **prior** to them entering an athletic building, and a questionnaire will be provided (see below and previous attachment for student health screening questionnaire).

If fever or a positive screen, the student-athlete will then be required to put on a mask, hand sanitize, verify name and cell phone number, and will wait in an isolated area for further instructions provided by the head team physician or physician at Health Services.

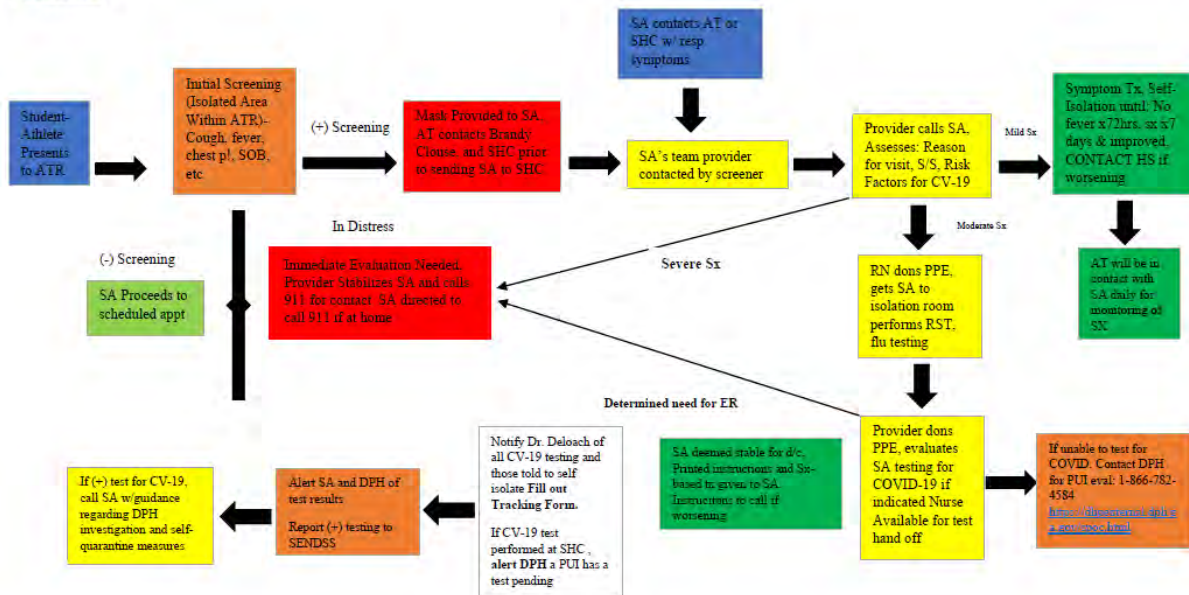
The athletic trainer will then notify the head team physician, and healthcare administrator/SWA that they have a student-athlete who has screened positive. If the screening of a student-athlete is administrated over the phone, verification of the student-athlete's phone number is required, and the student-athlete will be informed that the provider will call them with more questions. Notification to the provider is then administered. Additionally, provider will contact the patient and determine the proper treatment procedure according to current treatment guidelines. These may include but are not limited to: instructions for self-care at home with self-solation, a telehealth visit, or a face to face appointment with the provider at the appropriate facility. In the event the student-athlete is unable to drive themselves to a medical facility for care, the student-athlete may need to be assisted by the athletic training staff to receive appropriate medical care. Escorting personnel should maintain proper PPE at all times (a university vehicle will be used for transportation).

**Policy 1.1 - Flow Chart of Procedures for a Student-Athlete Reporting S/S or exposure to COVID19**

The following is a flow chart that breaks down the procedure from when a student-athlete first reports signs/symptoms or possible exposure to COVID-19 to their athletic trainer (either in person or via phone).



Georgia Southern University  
Sports Medicine Department  
COVID-19 Risk Stratification and Evaluation Flowsheet



## Signs and Symptoms of COVID-19:

According to the Center for Disease Control (CDC) the following symptoms may appear within 2-14 days after being exposed to the COVID-19 virus. Anyone experiencing these symptoms should **call** their athletic trainer and/or medical facility first in order to allow them to prepare accordingly:

- Fever (100 degrees or greater)
- Cough
- Shortness of Breath
- Wheezing
- Body/Muscle Aches
- Nausea, vomiting or diarrhea
- Recent loss of sense of smell

Student-athletes should not walk into any athletic training facility, athletic venue or health center with a fever or respiratory symptoms without clearance to do so by a member of the sports medicine staff (except in cases of a 911 emergency). If the student-athlete feels they have a 911 emergency they should proceed to the emergency room.

An individual under distress should seek Emergency Care if the following emergency situations arise once an individual has been exposed to the COVID-19 virus:



- If a student-athlete comes to an athletic training room or any athletic facilities in distress with signs/symptoms associated with a potential positive COVID -19 case, an athletic trainer will call 911.
- If a student-athlete is at home, we will instruct the student-athlete to call 911 or we will call 911.

An individual should seek Emergency Care if the following Emergency situations arise once an individual has been exposed to the COVID-19 virus (as mentioned above):

- Difficulty Breathing or Shortness of Breath
- Persistent Pain or Pressure in the Chest
- New confusion or inability to arouse
- Bluish lips or face

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If an athletic trainer is going to be contacting 911 on the student-athlete's behalf, the following information must be obtained and presented to the 911 dispatcher:

- Location of the student-athlete that includes apartment complex name, building number and apartment number, dorm name/building and room number. Address to place of resident.
- Signs/symptoms of the student-athlete
- Age and gender
- Name
- Who is in the house with them/roommate

**Policy 1.2 - Student Athlete calls with a fever or signs/symptoms related to a possible COVID -19:**

If student-athletes call the athletic trainer and reports signs/symptoms that are related to a possible COVID -19 or they call to report that they have encountered a potential exposure to someone that has been confirmed positive with COVID-19, the student-athlete will be instructed not to come to the athletic facilities or student health services directly unless specifically advised to do so.

The Athletic Trainer should then do the following (remotely if at all possible, via phone or video conferencing):

- Gather a thorough history from the student-athlete including all symptoms they are currently experiencing
- The onset of the symptoms
- Their current location
- Whether or not they have come in close contact with anyone diagnosed with or with symptoms of COVID -19. Document these close contacts. Document housing situation, on vs. off campus, all roommates, etc. They will then contact the head team physician and healthcare administrator/SWA with all pertinent information and await further instructions.

### **Signs and Symptoms of COVID-19:**

See above listed.

### **Policy 1.3**

After the initial screenings described above for precautions are administered, review of signs/symptoms, and procedure on communication and facilitating of care will be followed.

### **Policy 2.0 - Once the Student-Athlete is under the care of Supplemental Health Care**

Once the student-athlete under the care of health services, all external communications to the department of public health, the university, and the family comes from Dr. DeLoach, Dr. Lancaster, and Bryan Johnston in Athletic Communications.

Any external communications will **not** be allowed from the sports medicine staff. Internal communications with coaches and administration is permitted by the Head or Associate Head Athletic Trainer.

### **Policy 3.0 - Following official diagnosis of COVID-19**

If a student-athlete has been officially diagnosed with a positive COVID -19 test, whether that is by a treating physician, outside provider (ER/in-town physician or at home physician) or Georgia Southern Health Services physicians/Team physicians; and has either been instructed to self-isolate per criteria of that particular treating physician, the following entities would need to be informed/involved to ensure proper accommodations can be made to assist the student-athlete with their recovery:

- Dining services to provide meals that could be delivered to the room daily
- Apartment complex/Housing
- Academic services
- Mental Health Services
- Risk Management team

### **Policy 3.1**

Isolation periods will be determined by the treating physician(s), and though sports medicine staff member(s) are to be involved, at no point is that protocol to be modified.

The member(s) of the sports medicine staff who is primarily in charge of that student-athlete's individual care will do a daily check-in with the student-athlete while they are in isolation

If the student-athlete has been diagnosed with a positive COVID-19 test, then all members of their team, and anyone who comes in contact with the individual on a consistent basis (roommates, academic advisor, coach, etc.) will also be put in isolation for up to 14 days.

### **Policy 3.2**

All three of the following criteria must be met in order for the treating physician to end home isolation orders:

1. No fever for at least 72 hours (**3 days**) without the use of medication  
AND
2. Other symptoms have improved (ex. when you cough or shortness of breath have improved)  
AND
3. **10 days** have elapsed since symptom onset

### **Policy 3.3**

If a student-athlete has had a test to determine clearance, the three following criteria must be met in order for the treating physician to end home isolation.

1. No fever without the use of medication  
AND
2. Other symptoms have improved (ex. When you cough or shortness of breath have improved)  
AND
3. Two negative tests in a row, at least 24 hours apart verified and cleared by the treating physician.

### **Policy 4.0**

In the instance a student athlete did not present or report any signs/symptoms associated with COVID-19, but tested positive and have home isolated, the following criteria must be met in order for the treating physician to end home isolation orders:

1. At least 10 days have passed since the date of your first positive test  
AND
2. You continue to have no symptoms (no cough or shortness of breath)  
AND
3. If the student-athlete has had a test to determine if they are still contagious and they have received two negative tests in a row at least 24 hours apart verified and cleared by the treating physician

### **Policy 5.0 - Following Self Isolation**

Self-isolation is required for a student-athlete that has tested positive for COVID-19. The decisions where, how long, and the logistics of food/housing will be determined by the university, team physicians and the chief medical officer at GS Health Services.

There may be instances that self-isolation is required due to exposure to a positive COVID -19 patient, but the student-athlete may not have experienced any signs/symptoms related to COVID -19 (as mentioned above). In these types of cases, the return to play protocol will be similar but can be modified to progress quicker.

**Policy 5.1 - (see chart)**

Each step for a return to play after self-isolation/quarantine has a certain minimum number of days that it should last; however, the length of time for each still will be determined on an individual basis, which will be determined by the severity of symptoms that the student-athlete experienced and length of isolation. Any changes or modifications to this criteria must be approved by the attending or head team physician.

**Policy 5.3 - (see chart)**

If a student-athlete experiences any difficulty finishing one step, they will be required to repeat that step the next day. If this happens two days in a row, they will be evaluated by the head team physician. If the student-athlete comes in with a fever before or during activities, exercise will be discontinued, and they will be referred to the team physician for evaluation. If the student-athlete has to be evaluated prior to completing the protocol for return to play (whether due to excessive fatigue or a fever) the team physician will determine how the staff proceeds.

**Policy 5.4 - (see chart)**

If the student-athlete progresses through the protocol without any difficulties or setbacks, they must be cleared by the team physician for full go activities prior to competitions. Once they are cleared for full activities and completed the protocol, daily check in with the medical staff is no longer required.

**Policy 5.5 - Step Day Protocol for Return from COVID-19 (see chart)**

Below is a breakdown of how the RTP step day protocol looks, and a sign off sheet that will be utilized by the athletic trainers and will be attached at the end of this document.

**Georgia Southern University Sports Medicine  
COVID-19 Return to Participation**

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Date Asymptomatic: \_\_\_\_\_

Temp Check In	Step/Day Protocol: COVID-19 (+)		Symptoms	Date	Temp Check Out	AT Initial
	<b>Diagnosis Day</b>	OUT, rest; self-isolation/ quarantined 7-14 days. <b>(+) COVID -19 test</b>	Fatigue Headache Shortness of Breath Other? Not Applicable			
	<b>Asymptomatic</b>	Once cleared by Team Physician and full set criteria has been met to end isolation: <ul style="list-style-type: none"> <li>• No fever of 100.4 or more for 72 hours (3 days)</li> <li>• 8 days have elapsed since symptom onset</li> <li>• Symptoms have improved</li> </ul> All three of these criteria must be met for the treating physician to end self-isolation orders. Must be cleared by Team physician to proceed to the next portion of the protocol.	Fatigue Headache Shortness of Breath Other? Not Applicable			
Day 1: Day2: Day 3: Day 4: Day 5:	<b>Step 1: Post COVID-19 (3-5 Days)</b>	Regular eating pattern; Ensuring S-A has had at least 3 meals a day for next 3-5 days. How many days will be determined by Team Physician to proceed to the next step	Fatigue Headache Shortness of Breath Other? Not Applicable	Day 1: Day2: Day 3: Day 4: Day 5:	Day 1: Day2: Day 3: Day 4: Day 5:	
Day 1: Day2:	<b>Step 2: Post COVID-19 (2 Days)</b>	Bike 15-20 minutes (10-14 mph)	Fatigue Headache Shortness of Breath Other? Not Applicable	Day 1: Day2:	Day 1: Day2:	

**Georgia Southern University Sports Medicine**  
**COVID-19 Return to Participation**

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Date Asymptomatic: \_\_\_\_\_

Temp Check In	Step/Day Protocol: COVID-19 (+)		Symptoms	Date	Temp Check In	AT Initial
Day 1:  Day2:	<b>Step 3: Post COVID-19 (2 Days)</b>	Jogging 15-20 minutes; body weight circuit – squats/push-ups/sit ups for 20 sec x 3; agility ladder drills 5-8 minutes (see examples). Helmet only. <b>May return to Weight-lifting Activities, modified 30 minutes.</b>	Headache  Headache  Shortness of Breath  Not Applicable	Day 1:  Day2:	Day 1:  Day2:	
Day 1:  Day2:	<b>Step 5: Post COVID -19 (1-2 days)</b>	Non-contact practice at full 100% exertion. Referral to team physician-equipment permitted (Full gear permitted/full dress permitted).	Headache  Headache  Shortness of Breath  Not Applicable	Day 1:  Day2:	Day 1:  Day2:	
Day 1:  Day2:	<b>Step 6: POST COVID -19 (1-2 days)</b>	Contact Practice 100% – Full Go <b>CANNOT BE GAME DAY!!!</b> <b>Refer to team physician for follow up</b>	Headache  Headache  Shortness of Breath  Not Applicable	Day 1:  Day2:	Day 1:  Day2:	
	<b>Step 7: Post COVID-19 (last day)</b>	May resume all activities, including game day	Headache  Headache  Shortness of Breath  Not Applicable			

\_\_\_\_\_  
**Student Athlete Signature & Date**

\_\_\_\_\_  
**Head Team Physician Signature & Date**

\_\_\_\_\_  
**Head Athletic Trainer Signature & Date**

## **Georgia Southern University**

### **APPENDIX E.2 Procedures and Cleaning Following the COVID-19 Pandemic**

Below are procedures the sports performance staff will follow to ensure the safe return of our student athletes from an extended absence due to the COVID-19 global pandemic.

All student-athletes and staff members will be encouraged to follow CDC and DPH guidelines in Personal Protective Measures such as: frequent hand washing or use of hand sanitizer with 60% alcohol, cough and sneeze etiquette, and face mask coverings when deemed necessary. Sports Medicine staff will be required to wear face coverings.

#### **Planning for Return**

- Introducing of education for coaches/staff/student-athletes via zoom that instructs student-athletes on all the typical annual educational requirements from the inter-association guidelines on preventing catastrophic death. Another zoom meeting will also be scheduled **prior** to coming into town that will cover everything the student-athletes need to know about testing, self-isolation, entering a building, precautions taken in the weight room in regard to cleaning, and other new protocols in place for all athletic venues and facilities.
- Paperwork will be sent electronically to each student-athlete prior to arrival requesting that he/she update their medical history and the SHC health history questionnaire.
- Coaches/staff will be asked to get tested through DPH (10-14 days prior to student-athlete arrival).
- New student-athletes will see the team physician and sports medicine staff for a full pre-participation physical and returning student-athletes will undergo a mini-physical due to the length of time of this current COVID-19 absence.
- Returning student- athletes will not have to see the team physicians for their mini-physical unless the student-athlete is positive for COVID-19 S/S, has had exposure to COVID-19, a positive screening of temp 100.4 or higher, or other injury/illnesses requiring such clearance. These individuals will be identified prior to entering athletic facilities and will be seen at the student health center or the appropriate doctors' office.
- All physicals will be compliant with social distancing rules; therefore, physicals will be conducted in small groups (scheduled times per individual student-athlete). All concussion baseline testing will be done during this period for returners; newcomers' test will have to be facilitated in the concussion lab. (This document will later detail the in-town arrival in groups to phase the total number of student-athletes in gradually. Upon arrival, protocols will be in place that include testing and a 14-day self-isolation. If student-athletes are already in town, instruction will be provided as to when their 14-day quarantine will begin).

#### **Screening Prior to Use of Facilities**

- Each student-athlete will be given a specific time to check in at a specific entrance (football will be the downstairs door between the athletic training and weight room at the Football Operations Center). If a student-athlete rides with a teammate, they are to stay in the car until their assigned time to check-in. There will be markings on the pavement to ensure social distancing during the outdoor screening process.
- Student-athletes will be screened for fever outside the athletic facility at the specified entrance. If any student-athlete has a recorded fever of at least 100.4, they will be referred to the Sports Medicine Staff to take a COVID-19 questionnaire. If that questionnaire is positive, the student-athlete will not be permitted to enter the facility, will be separated from staff/student-athletes, and will be referred to the student health center (SHC) for further evaluation and treatment.
- Once the student-athlete has been removed from the team, the screener will then contact the athletic trainer responsible for the student-athletes healthcare. They will not be permitted to participate in any team or individual lifting or conditioning sessions if they have a fever. An appointment will be set up **prior** to sending the student-athlete for the evaluation.
- Everyone who enters athletic facilities will be required to sign in on a sign-in sheet which will have the following information: date, name, team, temperature and nature of business (i.e. weights, scheduled meeting, film review, etc.).

Example:

(Facility Name)					
Date	Team	Name	Temperature Check	Reason for using facility	Rooms Accessed

This will then be recorded and kept on record in the event contact tracing needs to be performed (due to a positive COVID-19 case).

### **Entering the Building**

- Once a student-athlete is cleared to enter the building, they will enter the athletic training room, and proceed to wash their hands with proper hand hygiene instructions.
- They will be directed to their pre-participation requirements on day one – following day one they will be directed to the weight room. All other hallways will be closed off.
- One staff locker room will be utilized in case the student-athletes need to utilize the bathroom and will be labeled as such.

### **Lift Sessions:**



- The strength coaches will set up the weight room in individual station format so that all equipment the student-athlete utilizes is placed in this area to maintain a “bubble” format. Each “bubble” will be measured out to maintain social distancing guidelines.
- The use of communal buckets that are used for rice, chalk, etc. will need to be discontinued while we have an active pandemic.
- It is recommended that when available warm-ups should be done outside as this allows for adequate spacing between individuals and slow the spread of potentially infected droplets spreading from one individual to another.
- At the end of the lift the student-athlete will wipe down everything within his “bubble” and utilize hand sanitizer that is 60% alcohol to clean their hands.
- Snacks may be handed (out one person at a time) and must be individually wrapped. Shakes can be utilized, but the person preparing the shakes must wear a mask and gloves and remain in the snack room to maintain group size guidelines.
- Once the student-athlete has cleaned equipment, hand sanitizer (60% alcohol), and obtained their snack, they will exit the building through a separate door from which they entered and exited the facility.

### **Between Groups**

- Once one group ends and disinfects their areas appropriately, and exits the building, the strength staff will clean the equipment utilized during this particular group. Ample time will be needed in between the scheduling of these groups for cleaning purposes. Towels should be discarded between cleaning groups and a fresh towel for the strength staff will be provided prior to the next group’s arrival. Gloves should be worn during these cleaning sessions by the strength staff. Chemicals utilized for cleaning will have a two-minute kill time (meaning the chemical needs to be sprayed and wiped down after two minutes).

### **Following Team Lifts**

- At the conclusion of each team lift, all used surfaces will be wiped down with the disinfecting solution and a clean towel. Towels will be washed at the end of each day by the equipment staff. Gloves should be utilized by the strength and conditioning staff to ensure they are protected while cleaning. At the conclusion of each day the entire weight room will be wiped down, disinfected and sanitized by the staff, all towels that are used for cleaning will be delivered to the equipment staff to be washed and laundered correctly. Laundry will need to be separated “dirty” and “clean” bins for all facilities to keep contamination minimal. This internal control will also help with the rotation of towels from the equipment room staff. Floors will be cleaned at the end of every day as the kids will be on the floors a lot. Athletics is also in discussion with a vendor regarding a fog machine that will need to be used overnight.

The following surfaces must be cleaned consistently (high-touch areas)

- Bars
- Dumbbells
- Benches
- Any padding that is present and used
- Sides of racks
- Medicine balls
- Kettlebells
- Plates
- Door handles
- Nutrition station
- Cubbies
- Tables
- Any other equipment that may be used (foam rollers, bands for stretching, locks used to keep weights on the bars, grip testing devices, tendo units, jump assessment tools, airex pads, etc.)

A fog machine may be utilized within the weight room after all other cleaning has taken place. This cleaner will be left overnight.

## Georgia Southern- Equipment Cleaning Procedures

The following is the procedure that is in place for the Equipment staff at Georgia Southern University to follow and comply with to ensure that all equipment used by the Student-Athlete's who participate in intercollegiate athletics at Georgia Southern University is cleaned and sanitized properly on a consistent basis.

### **Procedure 1.0- Chemicals utilized for disinfecting helmets, shoulder pads etc.**

The following chemicals are utilized in the disinfecting process by the Georgia Southern Equipment Staff:

Odor-Aid is a disinfectant spray that is specially formulated to kill bacteria and germs that may cause infection as well as helps to neutralize odors. It can be used on most athletic equipment and it fights against bacteria, viruses and fungi.

Procedure:

1. Items are sprayed thoroughly with heavy saturation
2. All items are wiped thoroughly after the appropriate chemical "kill" time (typically 1-2').
3. All items are then left to air dry fully

Frequency of Use: (Football Specific)

Helmets- twice a week

Shoulder Pads- Once a Week

### **Procedure 2.0- Disinfecting countertops, other flat surfaces and tools**

Aero is a disinfectant spray that is effective in eliminating and effective in treating surfaces for HIV-1, TB, MRSA, Influenza, Herpes Simplex Type II, Staphylococcus Aureus, Salmonella Choleraesuis, and Athlete's Foot Fungi (Trichophyton Mentagrophytes).

Procedure:

1. Surfaces are sprayed down
2. Surfaces are then wiped down with a clean towel after the appropriate chemical "kill" time (typically 1-2')
3. \*This product is also used periodically inside of cleats to help fight against foot fungi

Frequency of Use: (Football Specific)

Surfaces- Daily

Tools- As Needed

Misc- As Needed

### **Procedure 3.0- Laundry for Student-Athletes**

The Georgia Southern Equipment staff washes student-athlete's University issued clothes daily after their participation in sport related activities.

The following chemicals are utilized in the laundry process:

Play off (sports detergent)

Pro-Brite

Color Safe Bleach

EZ-GO Plus

GSR (Grass Stain Remover)

Bolt (Powdered Brightener)

Procedure:

1. University issued apparel is handed in daily by the student-athletes this process differs based on sport
2. All garments are washed on Normal in hot water
  - a. Normal wash is selected
  - b. Water is dispensed into the drum
  - c. Chemicals are dispersed
  - d. Agitation occurs within the machine
  - e. The garments are then rinsed
  - f. Chemicals are dispersed once again
  - g. Agitation occurs for a second time
  - h. The garments are then rinsed again
  - i. A Spin cycle is performed prior to the garments being loaded into the dryer
3. Chemicals are disbursed based on the following
  - a. Fabric type
  - b. Load size
  - c. And Friction Needed to clean garments thoroughly

Frequency of Use:

Daily or as apparel is worn and turned in

### **Procedure 4.0 Shower Soap Provided in Locker Rooms**

Georgia Southern provides its student-athletes with Eagle Creek Hair/Body Wash, they can use what is provided or bring their own hygiene products for the shower from home.

Procedure:

1. The Student-Athlete must dispense an effective amount from the bottle
2. Lather with a towel

3. Apply to body and hair as needed
4. Rinse fully

Frequency of Use:

Daily in season and out of season daily when utilizing the building

## APPENDIX E.3: FLEX PLACE

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### პ

პირველი პერიოდის მუშაობისას, თუ თქვენს სამსახურში არ არის  
მუშაობის შესაძლებლობა, მაშინ თქვენს სამსახურში მუშაობის  
შესაძლებლობა არ არის.

### ბ

ბუნებრივი სიძველის გამო, თუ თქვენს სამსახურში არ არის  
მუშაობის შესაძლებლობა, მაშინ თქვენს სამსახურში მუშაობის  
შესაძლებლობა არ არის. თუ თქვენს სამსახურში მუშაობის  
შესაძლებლობა არ არის, მაშინ თქვენს სამსახურში მუშაობის  
შესაძლებლობა არ არის. თუ თქვენს სამსახურში მუშაობის  
შესაძლებლობა არ არის, მაშინ თქვენს სამსახურში მუშაობის  
შესაძლებლობა არ არის.

თუ თქვენს სამსახურში მუშაობის შესაძლებლობა არ არის,  
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მაშინ თქვენს სამსახურში მუშაობის შესაძლებლობა არ არის.

### Definitions

- Alternative Workplace: A workplace that is not the primary workplace of the employee.
- Eligible Employees: A full-time employee who is not on leave, suspension, or other form of absence.

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 გულში

- **Eligible Positions:** აქტიური მუშაკი, რომელიც დასაქმებულია სტანდარტულ პოსტზე, რომელიც მოიცავს მუდმივ და სეზონურ დასაქმებას. ეს პოსტები არის ისეთი, რომელიც მოიცავს მუდმივ და სეზონურ დასაქმებას. ეს პოსტები არის ისეთი, რომელიც მოიცავს მუდმივ და სეზონურ დასაქმებას.
- **Mobile Worker:** აქტიური მუშაკი, რომელიც დასაქმებულია მუდმივ და სეზონურ დასაქმებას. ეს პოსტები არის ისეთი, რომელიც მოიცავს მუდმივ და სეზონურ დასაქმებას.
- **Occasional Flex Place worker:** აქტიური მუშაკი, რომელიც დასაქმებულია მუდმივ და სეზონურ დასაქმებას. ეს პოსტები არის ისეთი, რომელიც მოიცავს მუდმივ და სეზონურ დასაქმებას.
- **Primary Workplace:** მუდმივი და სეზონური დასაქმება.
- **Flex Place worker:** აქტიური მუშაკი, რომელიც დასაქმებულია მუდმივ და სეზონურ დასაქმებას. ეს პოსტები არის ისეთი, რომელიც მოიცავს მუდმივ და სეზონურ დასაქმებას.
- **Flex Place working:** მუდმივი და სეზონური დასაქმება.
- **Flexible Work Arrangement Request Form:** მუდმივი და სეზონური დასაქმება.

**Supervisors who choose to consider a flex place arrangement for employees shall be responsible for the following:**

1. Establishing expectations for and monitoring of employee performance;
2. Identifying eligible positions suitable;
3. Identifying eligible employees (see “Employee Participation”);
4. Determining if office-like space is required;
5. Determining if equipment will be provided to the employee to use at home (see “Equipment and Supplies”);
6. Establishing how the flex place employee will maintain regular contact with office coworkers and supervisors;
7. Determining how the department will handle restricted access materials, security issues, and taking electronic or paper records from the primary work place (see “Security and Access to Information”);
8. Ensuring that practices are consistent and compliant with state, Board of Regents, and institutional policy and state and federal law in the use of technology;
9. Delivering flex place training to employees;
10. Ensuring that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy;
11. Ensuring that each employee's request is considered in relation to the department's operating and customer needs;
12. Requiring a Flexible Work Arrangement Request form to be completed. . (See below)

### **Conditions of Employment**

The flex place worker's conditions of employment remain the same as for non-flex place employees. Employee salary, benefits, and employer-sponsored insurance coverage will not change as a result of a flex place agreement. The employee shall adhere to all policies, rules, and regulations of the institution, the Board of Regents of the University System of Georgia, and state while working in a flex place position. Further, an employee must have the willingness of his/her supervisor to perform the necessary supervisory responsibilities required for flex place work. The employee agrees not to conduct personal business while in official duty status at the alternate workplace.

### **Flex Place Self-Assessment**

A successful flex place worker has particular traits, a job suitable for such work and a work site that is conducive to the work assigned. A self-assessment helps an employee interested in working in a flex



place arrangement to decide whether the work is right for him or her. A department may elect to provide the employee a self-assessment as part of the application to work in a flex place position.

### **Work Site and Work Hours**

A defined workspace and defined core work hours are necessary (1) to reduce the University's exposure to risk, (2) to facilitate proper management of flex place workers, and (3) to ensure work is conducted in a productive and safe environment.

### **Work Space**

As a condition of permission to work in a flex place arrangement, the employee must verify that home facilities used for work purposes are safe and suitable for purposes of the employee's work. The department may deny an employee the opportunity to flex place work if the alternative worksite is not conducive to productive work. The department should provide the employee a self-certification checklist, as part of the application to flex place work. The checklist is necessary to reduce the University's exposure to risk and liability and helps the employee know if his or her alternative workplace is conducive to productive work. An employee approved to work in a flex place arrangement shall be responsible for setting up an appropriate work environment within his/her home. The University will not be responsible for any cost associated with the setup of a home office. Upon request, the department will consult with Human Resources on any modifications or requirements to operate University-owned equipment at the home office. An employee will be required to provide the University with a statement within ten (10) working days of the request to flex place work confirming that he/she has met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the flex place period.

### **Equipment and Supplies**

Office supplies (e.g. pens, paper, etc.) shall be provided by the department and should be obtained during the flex place worker's in-office work period.

The employee is expected to use his or her own furniture, telephone lines, and other equipment. Any use of private facilities of the employee will be at the employee's discretion and not at the expense of the University. This applies to all physical improvements and conveniences as well as services.

In no situation should the University -owned equipment be installed in an employee's home. The department, however, may give written permission for certain equipment, for example computers and pagers, to be checked out and used at the alternative worksite. As each department's equipment is the

property of the state, each department must retain the responsibility for the inventory and maintenance of state-owned property following state laws and procedures.

## **Work Hours**

Each employee who works in a flex place arrangement shall develop a work schedule with the employee's supervisor. The employee's supervisor must agree in advance to any changes to the employee's work schedule. Based upon departmental guidelines for all employees, the employee must obtain approval in advance from his or her supervisor before taking leave during a designated flex place day.

The employee must maintain contact with the office as specified in the work schedule, department policy, and flex place agreement. An employee's activities outside the time of work or outside the place designated for work will be deemed to be in the employee's own personal time and place, unconnected with work activities.

## **Expenses and Compensable Time**

Work related long distance phone calls should be planned for in-office days. At the discretion of the supervisor, expenses for business related long distance calls and cell phone calls, which must be made from a flex place worker's home, may be reimbursed if the reasons and costs for the calls are documented. The flex place worker is responsible for the cost of maintenance, repair, and operation of personal equipment.

## **Liability**

The employee's home workspace, when used for flex place work, may be considered an extension of the department workspace. The flex place worker may be covered under the State's Workers' Compensation plan for injuries occurring in the course of the actual performance of official duties at the alternate workplace.

If an injury occurs during established flex place work hours, the employee must immediately report the injury to the supervisor and to Human Resources. The employee, supervisor, and department must follow the University's policies regarding the reporting of injuries for employees injured while at work.

The State of Georgia and Georgia Southern University are not responsible for any injuries to family members, visitors, and others in the employee's home. The flex place worker may not have business guests at the alternative workplace.

To the extent permitted by law, the employee will not attempt to hold the University or the state responsible or liable for any loss or liability in any way connected to the employee's non-work related use of his or her own home.

### **Flex Place Coordination**

The Department of Human Resources will need to ensure the appropriate coordination of the Flex Place Program and policy. Georgia Southern's Chief Human Resources Officer or the Associate Director of Human Resources must be notified when such an arrangement is anticipated. Either HR administrator will provide guidance and clarification to departments on flex place work.

### **Security and Access to Information**

The flex place worker is responsible for maintaining confidentiality and security at the alternative workplace, as the employee would at the primary work place. The employee must protect the security and integrity of data, information, paper files, and access to University computer systems. All institutional policies on Information Technology and Internet and technology use apply to flex place working, as they would in the primary work place.

### **Child and Dependent Care**

Flex place work is not a substitute for childcare or dependent care. The flex place worker shall continue to make arrangements for child or dependent care to the same extent as if the person was working at the primary workplace.

### Flexible Work Arrangement Request/Decision Form

A copy of this form should be placed in the employee's personnel file. In addition, forward the form to the Department of Human Resources

#### Part 1: To be completed by the employee

This form has been developed to make the process of preparing and presenting a request for a flexible work arrangement more efficient. Complete this form and submit it to your supervisor. Employees may submit a brief supplemental written proposal as well, but this is not necessary.

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

- ☐ Exempt Employee (monthly paid)
- ☐ Non-Exempt Employee (bi-weekly paid)

#### Type of Flexible Work Arrangement Requested

- ☐ Compressed Work Week Schedule (CWW)
- ☐ Flexible Work Schedule (Flex Time)
- ☐ Alternative Worksite (Flex Place)
- ☐ Other

Describe the schedule/hours you propose to work:

Day	Start Time	Lunch Period	End Time	Total Hours	On Site (x)	Off Site (x)
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total Weekly Hours \_\_\_\_\_

h m t b u b m t o p b p b s t d  
b g

- ❖ t n o p p d p p w n
- ❖ m n w p p d n
- ❖ t n o p p n o b p p d k p

W n

t n g b p g p a d p b p b b t d  
t n w n t n d b a d n w n n b n  
n n b n

- 1 d w p q o r a f b w n w b o b p  
p b n e d

- 2 d b p n o b p b n b n b w  
n

- 3 f p m p m n / p b p b w  
n n q

4. What review process with your supervisor do you propose for constructive monitoring of your flexible work schedule?

5. What potential gaps could your flexible schedule raise with external customers, internal customers, co-workers, your supervisor and others? How will these situations be handled?

**Part II- To be completed by Dean, Director, or Department Chair:**

- ☐ Flexible work arrangement approved.
- ☐ Flexible work arrangement approved with modifications.
- ☐ Flexible work arrangement denied/terminated.

If you modified / declined this request, please describe why:

ჩვენთვის ძალიან მნიშვნელოვანია, რომ

შეგნებულად გაცნობთ, რომ

შეგნებულად გაცნობთ, რომ

შეგნებულად გაცნობთ, რომ

შეგნებულად გაცნობთ, რომ

შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ

შეგნებულად გაცნობთ, რომ

შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ  
შეგნებულად გაცნობთ, რომ

— — —

შეგნებულად გაცნობთ, რომ

—

შეგნებულად გაცნობთ, რომ

—

შეგნებულად გაცნობთ, რომ

გთხოვთ

## APPENDIX E.4: FLEXIBLE WORK ARRANGEMENTS

### HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: University Employment  
Subject: Flexible Work Arrangements  
Applies To: All Employees  
Sources:

Number:2195  
Issued: May 24, 2011  
Revised: January 27, 2012  
Page(s): 1 of 8

#### Purpose

The purpose of this policy is to define the use of a flexible work schedule consistent with the University's efforts in promoting work/life balance for employees.

#### Policy

The University System of Georgia and Georgia Southern University allow Flexible Work Arrangements -flextime and compressed work schedules to assist employees in their personal planning, departmental business needs and to maintain productivity. Flextime may occur up to two (2) hours before and two (2) hours after the employee's regular schedule. Flexible schedules must be approved by the supervisor and department head, planned in accordance with the work functions and service objectives of the department and University operations. Flexible Work Arrangements may not be suitable for all employees and/or positions.

The department must establish a core period of time when all employees are in attendance. The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.

#### Definitions

**Eligible Employees:** An employee who has been identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.

**Eligible Positions:** A position having measurable quantitative or qualitative results-oriented standards of performance that is structured to be performed during a work period that may vary from the core work hours established for a department.

**Flextime:** A work period that may vary from the core work hours established for a department. Work schedule will include the core hours established by the University, with the start and end times varying to ensure a forty (40) hour work week for a non-exempt position and similar work hours for an exempt employee.

**Compressed Workweek:** A compressed work week (CWW) arrangement is a mutual work agreement between a supervisor and a staff member that allows for a work schedule in which the employee works more than eight (8) hours per day and less than five (5) full days per week.



**Flextime or Compressed Workweek Agreement:** The agreement documents the agreed-upon request/arrangement for a flexible work arrangement.

#### **Procedure for Compressed Work Schedules:**

A Compressed Work Week (CWW) is designed to accommodate employee needs for flexibility in their work schedules (work/life balance), while meeting the operational needs of the University. A compressed work week (CWW) arrangement is a mutual agreement between a supervisor and a staff member allowing the employee to work more than eight (8) hours per day and less than five (5) full days per week. CWW arrangements are supported by Georgia Southern University provided the arrangement continues to support the missions of both the University and the department/office/service area.

In a compressed work schedule, employees work a full-time schedule in fewer days, by working more hours a day. The day-off can be the same for all employees, vary or rotate regularly - but departments should choose to assign days off to ensure adequate coverage. The most common compressed schedules are:

- ✓ **"4/40"** - A 40-hour week consisting of four 10-hour days and one day off a week.
- ✓ A compressed work week may also require an employee to work four 9-hour days and four hours on a half day during the week.
- ✓ **"9/80"** - 80 hours worked over two weeks, consisting of eight 9-hour days, one 8-hour day and one day off.

#### **Recommended Guidelines:**

- All work schedules must support the mission, function, goals, and objectives of the operational unit.
- Supervisors determine employee eligibility to participate in a CWW.
- Salaries and benefits do not change when an employee participates in a CWW, unless a non-exempt employee falls below the traditional 40-hour workweek
- All regular full-time employees receive eight (8) hours on scheduled holidays and not their previously approved compressed work-day hours.
- Regular part-time employees receive benefits based upon their percentage of effort according to the relevant University policy.
- If an employee is sick on one of their CWW days, e.g., four 10-hour days, the employee will be required to request 10-hours of sick leave through eTime.

**Work-week schedule change options when a holiday or administrative closing falls during a work week:**

**Option 1:** In work weeks in which scheduled administrative closings and/or holidays occur, employees on CWW schedules may return to the university's standard work week of five, eight-hour days. If business necessity requires an exception, human resources must be contacted.

**Example:** An employee works Monday through Thursday, four 10-hour days on a CWW schedule. The week of Thanksgiving, the employee will work eight hours on Monday, Tuesday, and Wednesday and will receive eight hours for the holiday on Thursday and eight hours for the administrative closing on Friday, for a total of 40 hours.

**Option 2:** If an employee wishes to maintain their CWW 10-hour day, they will still only receive eight (8) hours of holiday pay and would have to submit two (2) hours of vacation leave if they wish to be paid for 40 hours.

Requests to establish a CWW or to amend an existing CWW for a department or operational unit are prepared in writing by the supervisor. If any modifications are required, HR will assist with these. When the CWW is in compliance, the proposal will be submitted to the unit/division head for review and approval. If approved, both the department and Human Resources will maintain a copy of the approved plan. After this approval, the Director, Department Chair, or other management personnel authorized by Georgia Southern will approve individual employee CWW agreements according to the approved CWW plan for that department or operational unit.

**Procedure for Flextime:**

Flextime may not be suitable /possible for all employees and/or positions. Departments may implement flextime as a work option for specific eligible employees based on specific criteria and procedures consistently applied throughout the department. Departments will be responsible for designating the positions which will be authorized to approve flextime arrangements. Directors, Department Chairs, or other management personnel authorized by Georgia Southern to approve flextime shall hereinafter be referred to as the Flextime Manager for the purposes of this policy.

**Provisions Specific to Flextime**

Flextime Managers who choose to consider flextime for employees shall be responsible for the following:

- Establishing expectations for and monitoring employee performance;
- Identifying eligible positions suitable for flextime;
- Identifying eligible employees (see "Employee Participation");

- Ensuring that each employee's request for flextime is considered in relation to the department's operating and customer needs; and
- Requiring a completed and signed Flextime Agreement.
- Ensuring that flextime may only occur up to two (2) hours before and two (2) hours after the employee's regular schedule.

### **Employee Participation in Program**

Offering the opportunity to work a flextime schedule is a management option and is not an employee right. An employee's participation in the flextime program is entirely voluntary. The employee, supervisor, or manager may terminate flextime without cause or at any time throughout the year. Flextime is a work arrangement between an individual employee and his/her supervisor. Based on business necessity, a supervisor may require an employee to work flextime assuming the supervisor has given the employee ample time to change work/life concerns.

### **Flexible Work Arrangement Request Agreement**

The Flexible Work Arrangement Request agreement must be signed by both parties prior to the start of flextime or the Compressed Work Week, agreeing that both parties will abide by the terms and conditions of a flexible work arrangement. The agreement must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood. A supervisor may elect to revise the agreement when a need arises. In addition, the agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.

## Flexible Work Arrangement Request/Decision Form

A copy of this form should be placed in the employee's personnel file. In addition, forward the form to the Department of Human Resources

### Part 1: To be completed by the employee

This form has been developed to make the process of preparing and presenting a request for a flexible work arrangement more efficient. Complete this form and submit it to your supervisor. Employees may submit a brief supplemental written proposal as well, but this is not necessary.

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

- ☐ Exempt Employee (monthly paid)
- ☐ Non-Exempt Employee (bi-weekly paid)

### Type of Flexible Work Arrangement Requested

- ☐ Compressed Work Week Schedule (CWW)
- ☐ Flexible Work Schedule (Flex Time)
- ☐ Alternative Worksite (Flex Place)
- ☐ Other

Describe the schedule/hours you propose to work:

Day	Start Time	Lunch Period	End Time	Total Hours	On Site (x)	Off Site (x)
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total Weekly Hours \_\_\_\_\_

In addition to thoroughly reviewing the considerations listed on your chosen option, be sure to consider the following:

- ❖ Impact on your peers and your relationships with them
- ❖ Communication with your supervisor and team
- ❖ Impact on your paid time off (annual leave, holidays and sick leave)

### **Work Performance**

Employee agrees to provide regular reports, as required by the supervisor, to help evaluate quantity and quality of work performance. Employee understands that a decline in work performance may result in termination of this agreement.

- 1. Describe how your request for a flexible work arrangement will sustain or enhance your ability to meet service standards:**

- 2. Describe the anticipated benefits to the department that might result from this flexible work arrangement:**

- 3. If applicable, describe any additional equipment / expense that your flexible work arrangement might require:**

4. What review process with your supervisor do you propose for constructive monitoring of your flexible work schedule?

5. What potential gaps could your flexible schedule raise with external customers, internal customers, co-workers, your supervisor and others? How will these situations be handled?

**Part II- To be completed by Dean, Director, or Department Chair:**

- ☐ Flexible work arrangement approved.
- ☐ Flexible work arrangement approved with modifications.
- ☐ Flexible work arrangement denied/terminated.

If you modified / declined this request, please describe why:

**Trial Period Effective Dates (if applicable and not to exceed one year, subject to annual review)**

**Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Provisions for Cancellation of Agreement**

Employee's participation in the Flexible Work Arrangement is voluntary and is available only as long as the employee is deemed eligible. A Flexible Work Arrangement is not an entitlement or benefit of employment. Either party may cancel the employee's voluntary participation, with or without cause, upon reasonable notice thereof, in writing, to the other. This agreement is not a contract of employment and may not be construed as one.

### **FLEXIBLE WORK SCHEDULE ARRANGEMENT AGREEMENT**

**I have read and understand this Agreement and the guidelines and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this agreement is to accommodate regulate my workweek and that it does not constitute an employment contract or an amendment to any existing contract and may be cancelled at anytime.**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor 's Name (Please Print) Date

\_\_\_\_\_  
Supervisor 's Signature Date

## APPENDIX F.1: INITIAL RETURN TO CAMPUS COMMUNICATION PLAN

Initial Return to Campus Strategic Communications Plan Phase 1						
Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
Sequenced return for all faculty and staff to campuses	All faculty, staff	As soon as possible	UCM, HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Provide clear direction for those who return to campus first: essential personnel, Deans, Department heads and Directors, Research and lab staff, Athletic coaches and trainers, critical support staff</li> <li>• Faculty work remotely</li> <li>• Information for higher risk employees as identified by CDC</li> <li>• Details on sequenced return for all other employees</li> <li>• Timeline for dates of return for all employees and all phases</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>
Guidelines for returning to campus	All faculty, staff	As soon as possible, and frequent reminders and updates when necessary	UCM, HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Symptom monitoring</li> <li>• Personal Safety Practices</li> <li>• Staffing Options</li> <li>• Explanation of entry/exit control for buildings</li> <li>• Enforcement procedures</li> <li>• Meeting requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>
Initial Return to Campus Strategic Communications Plan Phase 2						
Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
Faculty continue to work remotely and additional staff return to the workplace	All faculty, staff	As soon as possible, and frequent reminders and updates when necessary	HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Provide clear direction to administrative, academic, housing, and support (departmental and unit level) staff of their rotating in-office schedules</li> <li>• Provide clear direction to faculty to continue remote work with the exception of on-campus hours with Dean's approval</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>



On-campus hours with rotating schedule	All faculty, staff	As soon as possible, and frequent reminders and updates when necessary	HR, Academic Affairs	HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Deans to work with faculty to determine on-campus hours and rotating schedules as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>
Staffing options	Department heads, faculty, staff	As available	HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Relay options for remote work, alternating days, and staggered reporting/departing to maintain proper social</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>
Guidelines for returning to campus	All faculty, staff	As soon as possible, and frequent reminders and updates when necessary	UCM, HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Symptom monitoring</li> <li>• Reinforce Personal Safety Practices</li> <li>• Explanation of entry/exit control for buildings</li> <li>• Enforcement procedures</li> <li>• Meeting requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>

**Initial Return to Campus  
Strategic Communications Plan  
Phase 3**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
All faculty and staff return	All faculty, staff	As soon as possible	UCM, HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Once employees return to work on-site, there are several options departments should utilize to maintain required social distancing measures and reduce population density within buildings and work spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>
Staffing options	All faculty, staff	As needed	UCM, HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Relay options for remote work, alternating days, and staggered reporting/departing to maintain proper social distancing requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>

Guidelines for returning to campus	All faculty, staff	As soon as possible, and frequent reminders and updates when necessary	UCM, HR, Academic Affairs	UCM, HR, Academic Affairs, Deans and Department Heads	<ul style="list-style-type: none"> <li>• Symptom monitoring</li> <li>• Reinforce Personal Safety Practices</li> <li>• Explanation of entry/exit control for buildings</li> <li>• Enforcement procedures</li> <li>• Meeting requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• MyGS message</li> <li>• Internal newsletter</li> <li>• Segmented messages from divisional and unit leadership</li> <li>• Updates to website and FAQ</li> <li>• HR newsletter/website</li> </ul>
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## APPENDIX F.2: REOPENING COMMUNICATION PLAN

<b>Workplace and Health Safety Strategic Communications Plan Contingency 1</b>						
Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
<ul style="list-style-type: none"> <li>• Safety Guidelines</li> <li>• New Rules of Operation</li> </ul>	Students and prospective students	As soon as possible, regularly leading up to semester start date	Dr. Brian DeLoach, President's Cabinet	University Communications and Marketing (UCM), Enrollment Services, Student Affairs, Faculty within the classroom setting	<ul style="list-style-type: none"> <li>• Critical information to come from committee</li> <li>• Guidelines on social distancing measures in place and actions to be taken</li> <li>• Provide context/understanding as to why these measures are in place</li> <li>• Protocols in place to encourage adherence</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Website</li> <li>• Social Media</li> <li>• Postcards to home addresses</li> <li>• Provide template language for faculty syllabi</li> <li>• FAQs</li> <li>• MyGS homepage interruption pop-up message</li> <li>• Posters/signage around campus, in buildings, and in public restrooms</li> <li>• Cling stickers on walkways and sidewalks</li> <li>• Digital video board messages on campuses</li> <li>• Graphics on all computer desktop backgrounds</li> <li>• Signage at entrance to campus locations</li> <li>• Video tutorials on implementing safety measures within personal spaces</li> </ul>

<ul style="list-style-type: none"> <li>• Safety Guidelines</li> <li>• New Rules of Operation</li> </ul>	Faculty and staff	As soon as possible, regularly leading up to semester start date	Dr. Brian DeLoach, President's Cabinet	UCM, Human Resources, Provost's Office	<ul style="list-style-type: none"> <li>• Critical information to come from committee</li> <li>• Guidelines on social distancing measures in place and actions to be taken</li> <li>• Provide context/understanding as to why these measures are in place</li> <li>• Protocols in place to encourage adherence</li> <li>• Critical information to come from committee</li> <li>• Guidelines on social distancing measures in place and actions to be taken</li> <li>• Provide context/understanding as to why these measures are in place</li> <li>• Protocols in place to encourage adherence</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Virtual town hall discussion</li> <li>• FAQs</li> <li>• MyGS homepage interruption pop-up message</li> <li>• Provide template language for faculty syllabi and communication tools to assist in guiding students appropriately</li> <li>• Video tutorials on implementing safety measures within personal spaces</li> <li>• Posters/signage around campus, in buildings, and in public restrooms</li> <li>• Cling stickers on walkways and sidewalks</li> <li>• Digital video board messages on campuses</li> <li>• Graphics on all computer desktop backgrounds</li> <li>• Signage at entrance to campus locations</li> <li>• Handouts with parking decals</li> <li>• Postcards mailed to employees monthly with reminders of new guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Guidelines</li> <li>• New Rules of Operation</li> </ul>	Community and visitors to campus	As start of semester is approaching / as new information is necessary to share / with notice of all events	President's Cabinet	UCM, Facilities, Event Management units, External Relations team	<ul style="list-style-type: none"> <li>• Critical information to come from committee</li> <li>• Guidelines on social distancing measures in place and actions to be taken</li> <li>• Provide context/understanding as to why these measures are in place</li> <li>• Protocols in place to encourage adherence</li> </ul>	<ul style="list-style-type: none"> <li>• Standardized language to be shared with notices/invites for events to be held on campuses</li> <li>• Signage at entrances to campus</li> <li>• Cling stickers on walkways and sidewalks</li> <li>• Posters/signage around campus, in buildings, and in public restrooms</li> </ul>
• Events	Alumni and donors	Before, during events	University Advancement, Alumni Relations	University Advancement, Alumni Relations, External Affairs, President's Office as appropriate	<ul style="list-style-type: none"> <li>• Adherence to current guidelines while in attendance</li> <li>• Setting up events to adhere to current guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Registration page</li> <li>• Email</li> <li>• Social media</li> <li>• Signage to be placed visibly during all events for basic reminders of guidelines</li> </ul>

## Workplace and Health Safety

Strategic Communications Plan Contingency 2						
Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
• Learning online	Students and prospective students	ASAP	President's Cabinet	UCM, Enrollment Services, faculty within the classroom setting, Student Affairs	<ul style="list-style-type: none"> <li>• Critical information to come from committee</li> <li>• Resources available to assist in transition to online learning</li> <li>• Content of education is still robust and GS remains committed to helping our students succeed</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Website</li> <li>• Social Media</li> <li>• Postcards to home addresses</li> <li>• Provide template language for faculty syllabi</li> <li>• FAQs</li> <li>• MyGS homepage interruption pop-up message</li> <li>• Posters/signage around campus, in buildings, and in public restrooms</li> <li>• Cling stickers on walkways and sidewalks</li> <li>• Digital video board messages on campuses</li> <li>• Graphics on all computer desktop backgrounds</li> <li>• Signage at entrance to campus locations</li> <li>• Video messages from President, Provost and Deans</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Guidelines</li> <li>• new rules of operation</li> </ul>	Faculty and staff	ASAP, and then regularly leading up to start of school	President's Cabinet	UCM, HR, Provost's office	<ul style="list-style-type: none"> <li>• Critical information to come from committee</li> <li>• When/how/if to come back to work</li> </ul>	<ul style="list-style-type: none"> <li>• Emails</li> <li>• online town hall discussion</li> <li>• FAQ</li> <li>• MyGS interruption pop-up</li> <li>• video series that's fun, in the vein of what UCM does for ethics week</li> </ul>
Academics & Research Strategic Communications Plan Contingency 1						
Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication

Academic Instruction	Faculty	ASAP, then regularly leading up to the start of classes	Provost's Office	Provost's office, UCM, college communications officers	<ul style="list-style-type: none"> <li>• Critical information from the committee</li> <li>• Resources needed for alternate classroom arrangements</li> <li>• Guidelines for social distancing inside the classroom</li> <li>• Arrangements for faculty members who fall into higher-risk categories</li> <li>• Office hours</li> <li>• Guidelines for labs/practicums</li> <li>• Guidelines for approving internship requests</li> </ul>	<ul style="list-style-type: none"> <li>• emails</li> <li>• website</li> <li>• direct communication from deans, chairs and Provost's office</li> </ul>
Faculty Development	faculty	ASAP, and then regularly leading up the fall semester	Provost's Office	Provost's office, UCM, college communications officers	<ul style="list-style-type: none"> <li>• Information to come from committee and Provost's office</li> <li>• Center for Teaching Excellence classes and support</li> </ul>	
Institutional Support for students	Faculty, staff and Students	ASAP, then regularly leading up the start of the semester	Provost's Office	Provost's office	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Student advising model</li> <li>• Peer tutoring, tutoring center, writing center</li> <li>• Libraries</li> <li>• First and/or Second Year Experience programs</li> <li>• computer access</li> </ul>	<ul style="list-style-type: none"> <li>• emails</li> <li>• website</li> </ul>
Travel	Faculty, staff and Students	When semester starts, and when travel is requested	President's Cabinet	UCM, President's Office, HR, College communications officers	<ul style="list-style-type: none"> <li>• health and safety comes first</li> <li>• public health guidelines</li> <li>• determination of necessity</li> <li>• budget considerations</li> </ul>	<ul style="list-style-type: none"> <li>• emails</li> <li>• website</li> <li>• HR and Academic Affairs</li> <li>• Notices with business approval</li> </ul>

Events	general public, faculty, staff, students, event/conference attendees	When semester starts, with notices of events, at events	President's Cabinet, Continuing Education, Office of Student Activities	UCM, Continuing Education, College Communications officers	<ul style="list-style-type: none"> <li>• health and safety comes first</li> <li>• public health guidelines</li> <li>• Info from committee</li> <li>• Managing COVID-19 guidelines while in attendance</li> <li>• Setting up events to adhere to COVID-19 and social distancing guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Emails,</li> <li>• social media</li> <li>• signage to be placed visibly during conferences for basic reminders of guidelines</li> <li>• rules/regulations that is included and signed by conference organizers/participants</li> </ul>
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## Academics & Research Strategic Communications Plan Contingency 2

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
Academic instruction	Faculty, staff and students	ASAP, and then regularly in the lead up to start of semester	Provost's office, President's Cabinet	Provost's office, UCM, College communicators	<ul style="list-style-type: none"> <li>• Info from Committees</li> <li>• All Folio accounts activated</li> <li>• All Folio course uploaded</li> <li>• Guidelines for Labs, clinicals, practicums</li> <li>• Guidelines for internship requests</li> <li>• Resources available to assist in transition to online learning</li> <li>• Content of education is still robust and GS remains committed to helping our students succeed</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• online FAQ</li> <li>• Standardized content for faculty syllabi</li> </ul>
Faculty development	Faculty	ASAP, and then regularly in the lead up to start of semester	Provost's office	Provost's office	<ul style="list-style-type: none"> <li>• Information to come from committee and Provost's office</li> <li>• Center for Teaching Excellence classes and support</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• online FAQ</li> <li>• Standardized content for faculty syllabi</li> </ul>

Institutional support	Faculty, staff and students	ASAP, and then regularly in the lead up to start of semester	Provost's office	Provost's office	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Student advising model</li> <li>• Peer tutoring, tutoring center, writing center</li> <li>• Libraries</li> <li>• First and/or Second Year Experience programs</li> <li>• Computer Access</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• website</li> <li>• social</li> </ul>
Travel	Faculty, staff and students	ASAP, and then regularly in the lead up to start of semester	Provost's office	Provost's office	<ul style="list-style-type: none"> <li>• health and safety comes first</li> <li>• public health guidelines</li> <li>• determination of necessity</li> <li>• budget considerations</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• social media</li> </ul>
Events and conferences	general public, faculty, staff, students, event/conference attendees	When semester starts, with notices of events, at events	President's Cabinet, Continuing Education, Office of Student Activities	UCM, Continuing Education, College Communications officers	<ul style="list-style-type: none"> <li>• health and safety comes first</li> <li>• public health guidelines</li> <li>• Info from committee</li> <li>• How to host events virtually</li> <li>• Resources available on campus to still ensure a successful event</li> </ul>	<ul style="list-style-type: none"> <li>• Emails,</li> <li>• social media</li> <li>• Consistent guidelines to convey when asked about events</li> </ul>

**Student Life  
Strategic Communications Plan  
Contingency 1**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
On-campus events	Students	ASAP, then regularly throughout the semester	UCM, Student Affairs	Office of Student Activities, University Housing, Campus Recreation, Dean of Students, Fraternity & Sorority Life, Multicultural Affairs	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Managing COVID-19 guidelines while in attendance</li> <li>• Setting up events to adhere to COVID-19 and social distancing guidelines</li> <li>• Virtual events</li> <li>• Identify ways to keep larger, traditional events and relocate to outdoor venue(s), encourage students to wear face masks, stanchions set up for social distancing guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Social media</li> <li>• MyGS Portal</li> <li>• Email</li> <li>• Website FAQ with guidelines</li> <li>• Student video explaining regulations for event</li> <li>• Signage to be placed visibly during on-campus events for basic reminders of guidelines</li> </ul>



Housing	Students who live on campus	ASAP, up until the start of school	Housing	Housing, Dean of Students, UCM	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Lower occupancy,</li> <li>• reassign spaces based on social distancing guidelines</li> <li>• Move-In Staggered over several days</li> <li>• Residence Halls Cleaning Schedules</li> <li>• New visitation policies</li> <li>• Wearing of masks outside of residences</li> </ul>	<ul style="list-style-type: none"> <li>• Housing website</li> <li>• Guidelines with housing documents</li> <li>• emails</li> <li>• Signage in/around residence halls</li> </ul>
Dining Services	Current students, faculty and staff	ASAP and then regularly throughout the semester	Auxiliary Services	Eagle Dining	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Service: offer to go options; limit the number of choices and number of students in facilities at one time</li> <li>• Proper cleaning of dining facilities</li> <li>• Staffing will continue to follow safety and sanitation guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Website FAQs</li> <li>• Digital signage</li> <li>• Signage in dining and retail locations</li> </ul>
Parking and Transportation	Students, faculty and staff	Up until start of semester and regularly thereafter	Auxiliary Services	Parking and transportation	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Buses: Shuttle routes; Policies for sanitation, Social Distancing guidelines; New Route Information;</li> <li>• Will riders have to wear masks?</li> <li>• Safety guidelines for drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and Transportation Website</li> <li>• With parking decals</li> <li>• Email</li> <li>• Social media</li> <li>• Online FAQ</li> <li>• My GS portal</li> </ul>
Technology support for students	Student Success	Students	Regularly before and during the semester	Provost's office	Advising Center, Dr. Ludowise	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Technology and learning resources available for students</li> <li>• Experience (FYE) Courses Online experience</li> </ul>

Support services for students	Student Support	Students	Regularly before and during the semester	Dean of Students and the Counseling Center	Dean of Students and the Counseling Center, UCM	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Virtual Sessions for students</li> <li>• Counseling Services: Managing COVID-19 guidelines, appointments</li> <li>• Health Services: Following CDC and DPH guidelines for visits</li> <li>• Career Services: Managing COVID-19 guidelines, virtual appointments</li> <li>• Student Accessibility Resource Center: Test proctoring on site or remote</li> <li>• Sexual Assault Support Team: Webinars; phone services</li> <li>• Student Support Services (TRIO): Online assistance</li> </ul>
Campus life and recreation	Campus Recreation and Intramurals (CRI)	Students, faculty and staff	regularly before and during the semester	Dean of Students, CRI	CRI, UCM	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Online facilitation of exercise classes</li> <li>• Limited hours</li> <li>• Managing COVID-19 guidelines at facilities, sanitation of work out equipment</li> <li>• Hours in Statesboro and Savannah facilities</li> <li>• Intramural Sports calendar implemented with social distancing/CDC guidelines, or not offered depending on sport</li> <li>• Club Sports: Each activity evaluated per social distancing, CDC guidelines</li> </ul>

**Student Life  
Strategic Communications Plan  
Contingency 2**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
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Events	Students	Regularly before and during the semester	Student Affairs, UCM	Office of Student Activities, UCM, Various Student Affairs offices	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Planning/hosting virtual events</li> <li>• Ways to keep healthy via social distancing and other guidelines, such as masks</li> </ul>	<ul style="list-style-type: none"> <li>• Various departmental websites</li> <li>• email</li> <li>• Social Media</li> <li>• My GS portal</li> <li>• Websites</li> <li>• Online FAQ</li> <li>• Signage</li> <li>• Student video explaining new rules</li> </ul>
Housing	On-campus student residents	ASAP, until the start of school	Housing	Housing, Dean of Students	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Occupancy: significantly reduced; 1 per bed and bath; students opt in to live on campus or stay home</li> <li>• Move In: Schedule/Stagger over several days; drive up move-in</li> <li>• Residence Halls Cleaning Schedules</li> <li>• Visitation policies for students</li> <li>• Students would be asked to wear masks outside of residence halls</li> <li>• Staff would respond to issues with appropriate safety attire</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental websites</li> <li>• Email</li> <li>• social media</li> </ul>
Dining Services	On-campus student residents	ASAP, then regularly after classes begin	Auxiliary Services	Eagle Dining	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Offer “to-go” only and limit the number of choices and number of students in facilities at one time</li> <li>• Proper cleaning of dining facilities</li> <li>• Staffing: will continue to follow safety and sanitation guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental websites</li> <li>• Email</li> <li>• social media</li> </ul>
Parking and Transportation	On-campus student residents	ASAP, then regularly after classes begin	Auxiliary Services	Parking and Transportation	<ul style="list-style-type: none"> <li>• New rules for parking if classes are fully online</li> <li>• Limited/eliminated/changed bus routes/schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental websites</li> <li>• Email</li> <li>• social media</li> </ul>

Student Success	Students	ASAP, then regularly after classes begin	Provost's Office	Advising Center, provost's office	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Essential technology needs for students, what is provided on campus</li> <li>• First Year Experience (FYE) Courses Online experience</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• departmental websites</li> <li>• social media</li> <li>• via faculty</li> </ul>
Student Support	Students	up until the start of school, then regularly throughout the semester	Dean of Students, Counseling Center	Dean of Students, UCM	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Counseling Services: Managing COVID-19 guidelines, virtual appointments</li> <li>• Health Services: Following CDC and DPH guidelines for visits</li> <li>• Career Services Managing COVID-19 guidelines, virtual appointments</li> <li>• Student Accessibility Resource Center: Test proctoring on site or remote</li> <li>• Sexual Assault Support Team: Webinars; phone services</li> <li>• Student Support Services (TRIO): Online assistance</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• departmental websites</li> <li>• social media</li> <li>• via faculty</li> <li>• FAQ</li> </ul>
Campus Recreation and Intramurals	Students	Before classes begin, during semester	Dean of Students, CRI	CRI	<ul style="list-style-type: none"> <li>• Classes and events online</li> </ul>	<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Departmental websites</li> <li>• Signage as needed</li> </ul>

**Enrollment Management  
Strategic Communications Plan  
Contingency 1**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
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Recruitment	Prospective students, high school counselors, graduate students	ASAP, then regularly throughout the semester	Undergraduate and graduate admissions offices	Undergraduate and graduate admissions offices, UCM	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Tours: Managing COVID-19 guidelines while in for tours. Difficult to do tours and practice social distancing.</li> <li>• Eagle Previews (on and off campus): these are designed as large group gatherings and if social distancing or bans on more than 100 people are in place, they would not happen; would need to implement virtual options</li> <li>• College of Graduate Studies (COGS) will explore virtual recruitment options for different programs and will train directors for other recruitment activities and host open sessions to discuss other activities programs might utilize.</li> </ul>	<ul style="list-style-type: none"> <li>• Email to parents, prospective students, High School guidance Counselors, grad students (COGS)</li> <li>• Admissions Website</li> <li>• Social Media</li> </ul>
New student orientation	Incoming students	ASAP, then regularly as classes begin	Undergraduate admissions	Undergraduate admissions	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Managing COVID-19 guidelines for SOAR; Virtual SOAR will continue if large gatherings are banned</li> </ul>	<ul style="list-style-type: none"> <li>• Emails to parents and students</li> <li>• Admissions website</li> <li>• GS website</li> <li>• MyGS injection page</li> <li>• Social Media</li> <li>• GUSBot</li> </ul>
Registration	Current students	ASAP, then regularly throughout the semester	Registrar's Office, Provost office	Registrar's Office, Provost office	<ul style="list-style-type: none"> <li>• Info from committee</li> <li>• Push back registration date</li> <li>• Stagger appointments</li> <li>• Sanitize work spaces between advising appointments</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• My GS portal</li> <li>• Via Advisors</li> </ul>

Academic Advising	Advisors, current students	ASAP, then regularly throughout the semester	Provost's Office	Provost's office	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Continue with Help on Click live chat and MyHelp Ticketing system to allow at a distance support.</li> <li>• Stagger advisement times for face to face appointments to minimize students within waiting areas</li> <li>• Meet your College/Meet your Major meetings to be held during the early fall term to provide student engagement within their academic college/focus area.</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• My GS portal</li> <li>• Via Advisors</li> </ul>
Financial Aid	Current and prospective students	ASAP, then regularly throughout the semester	Financial Aid	Financial Aid	Info from Committee -Fin Aid would return to normal services but offer virtual appointments and limited face to face appointments -Live Chat Option	<ul style="list-style-type: none"> <li>• email</li> <li>• My GS portal</li> <li>• departmental websites</li> <li>• social media</li> </ul>
Military and veteran services	Veterans and prospective students	ASAP, then regularly throughout the semester	Military and Veteran Services Office	Military and Veteran Services Office	<ul style="list-style-type: none"> <li>• Info from Committee</li> <li>• Military Resource Center and VA/TA Processing</li> <li>• Outreach - Recruitment and community contacts</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• My GS portal</li> <li>• departmental websites</li> <li>• social media</li> </ul>

**Enrollment Management  
Strategic Communications Plan  
Contingency 2**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
Recruitment	Prospective Students, Guidance counselors, graduate students	ASAP, then regularly throughout the semester	Undergraduate and graduate admissions offices	Undergraduate and graduate admissions offices	100% virtual recruiting	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• social media</li> </ul>

New student orientation	New students	Regularly leading up to start of classes	Undergraduate admissions	Undergraduate admissions	100% virtual orientation	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• social media</li> <li>• My GS</li> <li>• GUSbot</li> </ul>
Registration	Current students	Regularly leading up to start of classes	Provost's office	Provost's office	Online Support for students; Calls to Registrar Office; Appointments.	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• social media</li> <li>• My GS</li> </ul>
Academic Advising	Advisors and current students	ASAP, up until start of classes	Provost's office	Provost's office	<ul style="list-style-type: none"> <li>• Continue with Help on Click live chat and MyHelp</li> <li>• Ticketing system to allow at a distance support.</li> <li>• Stagger advisement times for face-to-face appointments to minimize students within waiting areas</li> <li>• Meet your College/Meet your Major meetings to be held during the early fall term to provide student engagement within their academic college/focus area</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• websites</li> <li>• social media</li> <li>• My GS</li> </ul>
Financial Aid	current and prospective students	up until start of classes	Financial aid	Financial aid	<ul style="list-style-type: none"> <li>• Virtual appointments</li> <li>• Live chat</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• MyGS</li> <li>• social media</li> <li>• websites</li> </ul>
Military and veterans services	veterans and prospective students	up until start of classes	Military and Veterans Services Office	Military and Veterans Services Office	<ul style="list-style-type: none"> <li>• Effective VA/TA processing</li> <li>• Impact on Student Veteran employees.</li> <li>• Minimal staffing of VA Work Study students may be required in order to "social distance".</li> <li>• Outreach</li> </ul>	<ul style="list-style-type: none"> <li>• email</li> <li>• MyGS</li> <li>• social media</li> <li>• websites</li> </ul>

**Athletics**  
**Strategic Communications Plan**  
**Contingency 1**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
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NCAA permits fall sports to resume August 2020	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	Athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>Any guidelines for social distancing</li> <li>Stadium restrictions</li> <li>How many fans allowed inside?</li> <li>Student athletic fees</li> <li>media access</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
Sports schedules	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	Athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>travel</li> <li>when/how to allow student-athletes back onto campus/into facilities</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
Testing	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>How/when to test student-athletes</li> <li>How/when to test fans, referees, media, workers</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
NCAA permits fall sports to resume but with a delay	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>Guidelines for social distancing</li> <li>any limits on fan attendance?</li> <li>stadium restrictions</li> <li>athletic fees</li> <li>media permissions</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
NCAA cancels fall sports	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	Athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>ticket refunds</li> <li>student-athlete eligibility</li> <li>financial implications</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>

**Athletics**  
**Strategic Communications Plan**  
**Contingency 2**

Content Topic	Audience	Timeline	Content Owner	Content Distributor	Critical Points	Method of Communication
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NCAA permits fall sports to resume August 2020	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	Athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>Any guidelines for social distancing?</li> <li>Stadium restrictions</li> <li>How many fans allowed inside?</li> <li>Are student athletic fees still charged?</li> <li>media access</li> <li>Student tickets?</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
Sports schedules	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	Athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>travel</li> <li>when/how to allow student-athletes back onto campus/into facilities if they aren't attending classes on campus</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
Testing	Donors, ticket holders, students, faculty, staff, media	Depends on NCAA/Sunbelt	athletics	Athletics, UCM	<ul style="list-style-type: none"> <li>How/when to test student-athletes</li> <li>How/when to test fans, referees, media, workers</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Email</li> <li>Social</li> <li>Media</li> </ul>
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